

**PROCEDURES FOR PERMITTING PROJECTS WITH
BERKELEY COUNTY WATER & SANITATION**

1. A pre-design conference is scheduled with the Developer and Berkeley County Water & Sanitation (BCWS) to discuss the project's requirements.
 - a. The Developer provides BCWS with a Letter of Intent and a completed Project Design Information Sheet.
2. The Developer's engineer submits two (2) full sets of plans, specifications, design calculations, a cost estimate for the construction of the water and/or sewer system, and a New Project Submittal Checklist for review (Submittal Package).
3. After the Engineering and Operations Divisions of BCWS conduct a review of the Submittal Package, the Developer's engineer receives a comment letter and red-lined set of documents.
4. The Developer's engineer resubmits two copies of the revised Submittal Package. The revised package is reviewed by BCWS staff. Please note that in the instances where the plans propose an unconventional or out of the ordinary design, or if the first submittal was substantially incomplete, additional comments may be issued.
5. When the submittal has been approved, the Developer receives Water and/or Sewer Capacity Reservation Contracts and invoices from BCWS. The developer and his/her attorney is expected to review the contracts and invoices, and return the executed contracts with payment for the following:
 - a. **Impact Fees** - For all properties requiring a SCDHEC Permit to Construct, 50% of the Impact Fees must be paid prior to the issuance by BCWS of its "Willingness and Ability to Serve" letter., (The remaining 50% of the Impact Fees must be paid prior to the issuance of the "Operation and Maintenance" letter to SCDHEC.)

Sewer: \$2,500.00 per lot or ERU	Water: \$1,350.00 per lot or ERU
(50% \$1,250.00)	(50% \$675.00)
 - b. **Plan Review Fees** – BCWS shall charge an administrative Plan Review Fee equal to 2% of the estimated construction cost of any water and/or sewer system which is to be constructed by a private entity or developer and transferred to BCWS. This fee shall not exceed \$2500.00 per section or phase of each water or sewer system.
 - c. **Legal Fees** – BCWS shall charge a Legal Fee equal to \$400.00 per section or phase of each water and/or sewer system to be transferred to BCWS.
6. After receipt of properly executed contract(s) and payment(s), BCWS provides the "Willingness and Ability to Serve" letter to the Developer's engineer. This letter will be included as a part of the engineer's construction permit application to SCDHEC.
7. Once the SCDHEC Permit to Construct is received, the Developer's engineer will schedule a pre-construction meeting with a BCWS field inspector and the Contractor. A minimum of 72 hours' notice shall be provided when scheduling the meeting.
8. The Developer's engineer shall notify BCWS 72 hours prior to the commencement of the water and/or sewer system construction.
9. After completion of construction; scheduled testing and inspections with BCWS personnel is required. At a minimum, preliminary record drawings shall be provided to the BCWS inspector prior to the testing and inspection.

10. Upon satisfactory testing and inspections, the Developer's engineer will submit items for project closeout. BCWS will allow water and/or sewer system testing and inspection to occur concurrently with the review of the closeout submittal, however the closeout submittal will not be considered complete until passing test results are received. The following items comprise a complete Close-Out Package:
 - a. Two (2) complete sets of record drawings. On every sheet, the engineer must place his or her seal, signature, and date. On sewer and/or water system plan view sheets, the lot numbers, street address numbers, and street names must be labeled
 - b. One (1) electronic disc containing the record drawings in AutoCAD and Adobe Acrobat.
 - c. Engineer's certification letter.
 - d. Final cost of construction of the water and/or sewer system on engineer's letterhead.
 - e. Six (6) **recordable** plats or three (3) **recorded** plats for any and all required easements and real property. The engineer shall provide a Microsoft Word compatible electronic file of the metes and bounds legal description, prepared by a licensed surveyor, for all easements and real property to be conveyed to BCWS.
 - f. An updated Project Design Information Sheet.
 - g. Passing water and/or sewer system test results.
 - h. A Project Closeout Submittal Checklist.
11. After the Engineering and Operations Divisions of BCWS conduct a review of the Close-Out Package, the Developer's engineer will receive a comment letter and red-lined set of documents.
12. The Developer's engineer resubmits two copies of the revised Close-Out Package. The revised package is reviewed by BCWS staff. Please note that in the instances the first submittal was substantially incomplete, additional comments may be issued.
13. After the Close-Out Package has been approved, the Developer receives a Transfer Packet from BCWS. The developer and his or her attorney is expected to review the contents of the Transfer Packet, and return the executed legal documents, Impact Fee payment, warranty bond, and other items requested, all of which are described as follows:
 - a. **Bill of Sale** – This legal document evidences the transfer of title to property from the developer to BCWS.
 - b. **Title to Sewer and/or Water System** – This legal document outlines all of the rights in the water and/or sewer system being transferred to BCWS by the Bill of Sale.
 - c. **Title to Real Estate** – This legal document outlines all of the rights in the real property being transferred to BCWS by the Bill of Sale. Typically this document will only be generated when a sewer pump station is constructed as part of the sewer system, but other instances may warrant the conveyance of real property should BCWS require it for access, operation, and maintenance of facilities.
 - d. **Grant of Perpetual Easement** – In instances where facilities being transferred to BCWS are not located within public road right of way or a previously established easement, BCWS requires a permanent general utility easement to be granted for the purpose of legal access to operate and maintain the facilities.
 - e. **Title Opinion** – BCWS requires a title opinion prepared by the developer's attorney as an assurance that the facilities, land, and other appurtenances being transferred are free and clear of any liens or encumbrances at the time of transfer. A cover letter addressed to the developer's attorney requesting this item is included in the Transfer Packet.
 - f. **Warranty Bond** – BCWS requires a two (2) year warranty bond in the amount of 15% of the final construction cost of the water and/or sewer system in order to make repairs to defective materials or workmanship associated with the facilities transferred to BCWS should the developer fail to do so in a timely manner. A cover letter addressed to the developer requesting this item is included in the Transfer Packet.

- g. **Impact Fees** – During the transfer period and prior to the issuance by BCWS of its “operation and maintenance” letter to SCDHEC to obtain the Permit to Operate for the system constructed, the remaining 50% of the impact fees must be paid. A cover letter addressed to the developer requesting this item is included in the Transfer Packet.
 - h. **Tap Applications** – BCWS requires a completed water and/or sewer tap application for every parcel created during the development project for which the water and/or sewer systems were constructed to serve. A cover letter addressed to the developer requesting this item is included in the Transfer Packet.
14. After receipt of a completed Transfer, BCWS will submit its “Operation and Maintenance” letter to both SCDHEC and the Developer’s engineer. This document is needed to obtain a Permit to Operate for the water and/or sewer system.
 15. After BCWS receives the SCDHEC Permit to Operate, the GIS Division is notified and the addresses and tax map numbers for all parcels served by the water and/or sewer system expansion are electronically entered into the Customer Service Division’s billing software.
 16. BCWS’s Tap Release Letter is issued to our Customer Service Division. This step notifies the Customer Service Division that they may accept tap applications and payment for water and/or sewer service connection and inspection fees. The water service connection fee will increase if a water meter larger than a standard residential water meter is requested. Please arrange the payments for this section with our Taps Coordinator, who can be reached at (843) 719-2673 or by e-mail at sferguson@bcwsa.com. The amounts of the fees mentioned in this section are as follows:
 - a. **Inspection Fees** – Sewer: \$100.00 per service connection
Water: \$100.00 per service connection
 - b. **Connection Fees** – Sewer: \$1,200.00 per service connection
Water: \$1,050.00 per service connection
 17. Once the inspection and connection fees have been paid and tap applications have been processed, schedule water meter assembly installation and service inspection by e-mailing pertinent information to MeterInspection@bcwsa.com and sewer service inspection by e-mailing pertinent information to SewerInspection@bcwsa.com. Please note that sewer service inspections shall be conducted prior to covering the trench that the sewer service was laid in and that no certificate of occupancy will be issued until service installations have been approved by BCWS.