

**District of Columbia
Water and Sewer Authority
Water and Sewer Availability Certificate Check List
For commercial, Industrial and Multi-family permits**

Name of project/address: _____
Applicant and Company: _____
Telephone and Fax numbers _____

Directions: **Submit the following to initiate the plan review for commercial, industrial and multi-family development to obtain a Water and Sewer availability certificate from the Documents and Permits office located at 5000 Overlook Avenue SW, Washington, DC 20032, Room 204.**

1. Applicants must submit large residential and commercial projects to Mr. Londra Watson in the Documents and Permits office for preliminary review before applying for a public space permit. Applicant must provide information of proposed utilities and old services to be removed from public space.
2. Applicants must submit a completed Wastewater Discharge Questionnaire for all new commercial, industrial, and federal sanitary connections. Blank forms and a drop box for completed forms are located in the Documents and Permits office. The completed forms may also be faxed directly to Ms. Elaine Wilson, Pretreatment and Lab Branch, at 202-787-4226.
3. Applicants must submit booster pump and water flow calculations for new domestic and fire water services to Mr. E. Chiang Lee at (202) 787-2395 and calculations for storm water and sewage flows to Dr. Hung Truong at (202) 787-2439 for hydraulic evaluations and the subsequent approval of connections. If consultants, contractor, owners, and plumbers intend to reuse any water connections, taps, and/or sewer laterals, they must provide the condition of the existing pipes to DCWASA for evaluation and possible approval.
4. The original civil and mechanical plans must have an approval stamp for the water meter(s), and meter vault(s) from Ms. Priscilla Hodnett. Call Ms. Hodnett at (202) 442-4556 or at (202) 787-2496 for an appointment, 8:00 am to 1:30 pm (Monday - Friday). Ms. Hodnett also provides review and approval for backflow preventers 2-inch and smaller.
5. The original civil and mechanical plans must have an approval stamp for the backflow prevention devise(s) from Mr. E. Chiang Lee. The approval stamp is required for tap insertion/connections larger than 2-inch in size. Call Mr. Lee at 202-787-2395 for an appointment.
6. The original plans must have an approval stamp for stormwater management from the Department of Health. For approval, contact Mr. Tim Karikari at 202-535-2248, 51 N Street, N.E. Some plans are reviewed and approved at 941 North Capitol St. N.E. 202-442-4568.
7. For approval of construction dewatering, groundwater, and other temporary discharges into sanitary and combined sewer lines, call Ms. Elaine Wilson, Pretreatment and Lab Branch, at

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202-787-4177 to apply for a temporary discharge authorization permit. Ms. Wilson is located at 5000 Overlook Ave., S.W.

8. Submit copies of pages 1 and 2 of the building permit application. Water and Sewer Availability certificates are good for only six months. In order to renew or update a Water and Sewer Availability Certificate, the client must resubmit plans for review to the Documents and Permits office.
9. Show all dimensions to new and existing water and sewer utilities, public sewers, laterals, and points of connection, clean outs/clean out manholes if any at your property line within public space. Show sewer invert elevation at clean out and at point of connection. WASA will not approve new connections and taps of utilities located in driveways.
10. Submit four (4) paper copies (bond) and two (2) Vellum or Mylar original plans showing approval stamps. The original approved plans of the proposed work, must be designed in AutoCad/Microstation, and submitted either on 3 ½” floppy disk or CD after the plans are approved by all agencies. In addition, the disk shall be arranged and labeled as approved by DC WASA.
11. **DCWASA requires that these general notes must be on the all contract drawings:** (a). Notify DCWASA one-week prior to start of construction, Utility Inspection Section at 202-787-2377, Water services 202-612-3400 of 3460 and Sewer Services 202-264-3824 of 3829. (b). Developers, contractors and plumbers must submit final construction As-built information to the appropriate DCWASA inspector(s) for review and approval, upon completion of new and existing utilities to be abandon in public space, applicant must submit these drawings. As-Built drawings must show dimension, elevation, relocation of any WASA utilities and pertinent information. (c). Once the WASA inspector approves the as-built, a copy must be submitted to the Documents and Permits office at room 203 and the Water and Sewer Design section at 5000 Overlook Ave., S.W., 5TH Floor.
12. **DCWASA requires that this general note must be on the all contract drawings:** Under DCWASA customer fees and chargers, contractors, plumbers, owners are responsible for excavation, backfilling, repaving and restoration of public space for street and sidewalks cuts, for new utilities, connections, and taps. Removals, abandonments of services must be performed by the contractor, at the water or sewer line within public space and repaired under DC WASA inspection. DC WASA is not responsible for final restoration of street and sidewalk cuts performed by the contractor or developers.

Note: The above plans and applications are required for our Permanent files and will not be returned to you. DCWASA, Documents and Permits Office will issue the Water and Sewer Availability Certificate and collect estimate/fees for approved projects. Visit our web site at www.dcwasa.com.

Received by: _____ **Date:** _____

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JJS: 01/25/06