

Commercial Sewer Permit with Sewer Main Project Checklist

Project Name & Address: _____

Sanitary Sewer Main Projects: Please see the Johnson County Wastewater (JCW) Procedures for Privately Financed Gravity Sewer Mains document for projects where a new sanitary sewer main project is required for the commercial project site. Paragraph Q includes requirements for sewer connection permit issuance for commercial projects when main extension projects are necessary. The Sewer Main Project review and the Commercial Sewer Permit review process are two separate processes that can occur in parallel after the connection design for the building has been accepted for the Sewer Main Project.

Items 1 - 3 are required for Johnson County Wastewater (JCW) to initiate the permit review process. Items 4 - 6 are also required to initiate review where applicable. Food and/or Beverage establishments changing ownership shall also submit.

- ___ **1. Application.** Complete the JCW Commercial Sanitary Sewer On-Line Permit Application. Print and submit a hard copy of the Application with the project plans.
- ___ **2. One set of project plans** including:
For new construction: complete building plans (architectural, plumbing with riser diagram, structural and foundation drawings), complete civil site plans and landscape plans.
For all tenant finish (including food and/or beverage service change of ownership): architectural (identifying each room's usage) and plumbing plans including all existing and proposed fixtures. A site plan shall be included to show any external plumbing required for the space.
Please see the JCW Commercial Permit Plan Requirements document for JCW Permit Plan requirements.
- ___ **3. Draft Final Plat (or other lot revision instrument).** A copy is required if the site will be platted, re-platted, or the existing lot is otherwise to be revised for this project. Please note that update of the lot shown on JCW's as-built drawings for the sewer mains is also required for all lot revisions. Please contact the engineering company that prepared the as-built drawings to coordinate and submit the revised as-built drawings and a copy of the plat (or other lot revision instrument) to JCW's New Development Group.
- ___ **4. Food and/or Beverage.** Facilities with any type of food and/or beverage serving area must submit the following information (**applies to all businesses changing ownership**):
 - a. Food Service Form B - Application with copy of menu.
 - b. Copy of the business owner or local contact's driver's license.
 - c. An additional copy of the plumbing and kitchen equipment plans.
- ___ **5. Wash Bays.** Facilities with any type of wash bay shall submit a completed **Wash Bay Application** with associated calculations and all information required in the Application.
- ___ **6. Public Swimming Pools.** For all public pools (or fountains), utilize to the JCW Public Pool Permit Checklist and include a completed **JCW Public Pool Form** with associated calculations, pool/fountain plans and all information required in the Form.
- ___ **7. Water Utility Permitting.** Contact the water utility to confirm application requirements for all projects. Confirmation of the submittal to the water utility is required with the second submittal to JCW. Confirmation of existing or new water meter size or the addition of a water meter as approved by the water utility is required for JCW permit issuance. JCW will confirm meter information with the water utility before JCW's permit will be issued.
- ___ **8. Permit Execution Authorization.** JCW permits shall be issued to the Property Owner. The Property Owner may sign the permit or may authorize another individual(s) to pick up and sign the permit on the Owner's behalf. The Owner must provide the authorized individual(s) name(s) and company name(s) to JCW for permitting. The individual authorized to execute the permit is responsible for providing a copy of the permit and all associated documentation to the Owner.
- ___ **9. Prohibited Discharge Statement.** Executed original from the property owner or tenant is required for all projects that include areas with potential sources of prohibited discharges.

Applications, checklists, forms, details and a JCW Permit Plan example are available on the Commercial Permitting page under the Permitting section of Development and Permitting at www.jcw.org.

JCW approval of all items noted above is required prior to permit issuance. JCW will provide written notification when the permit is ready for issuance. **REMINDER: Please submit to JCW when submitting to the City for permitting. JCW sewer permit issuance is required for City building permit issuance.**