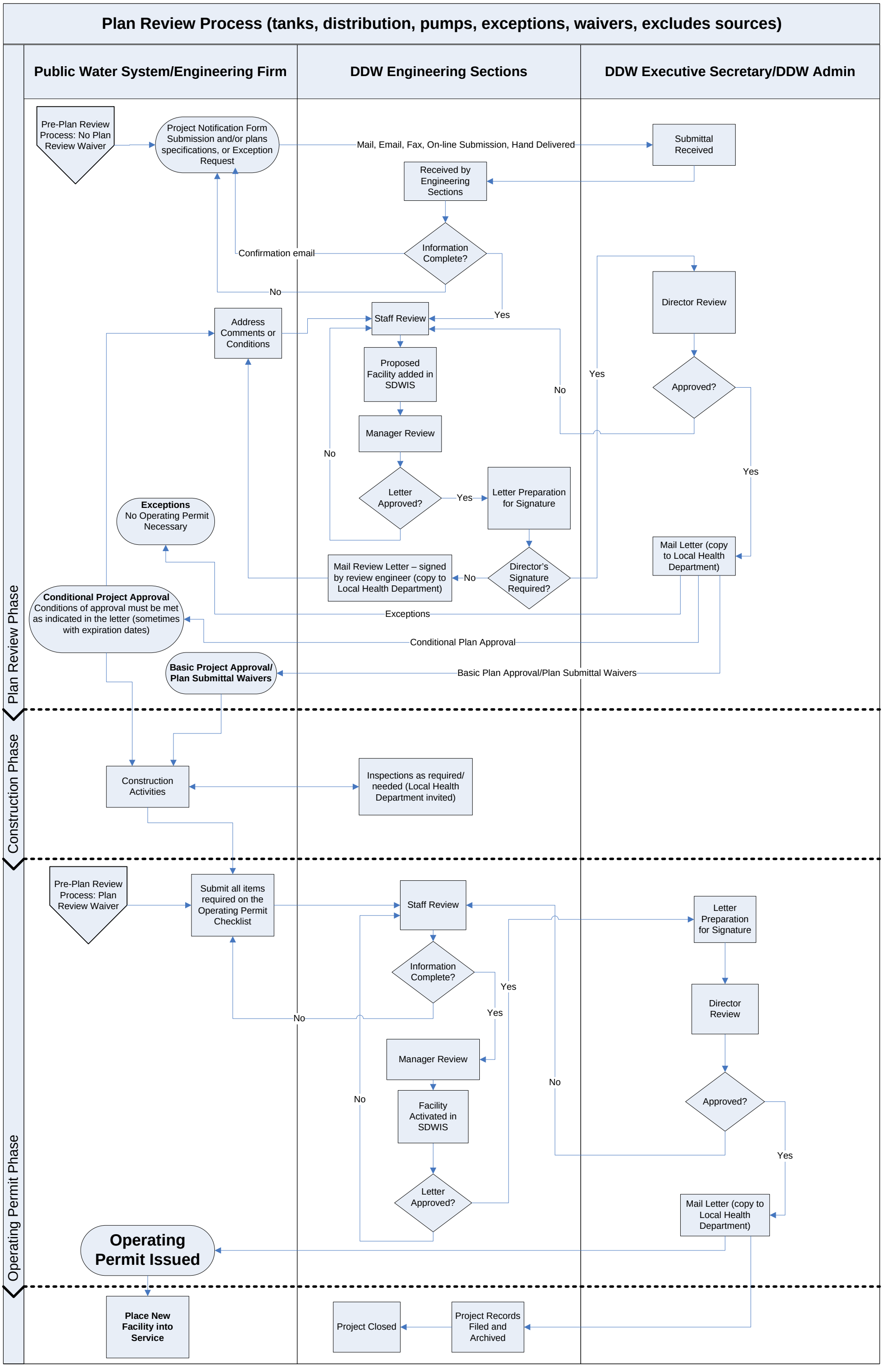
Plan Review Process (tanks, distribution, pumps, exceptions, waivers, excludes sources)
Public Water System/Engineering Firm
DDW Engineering Sections
DDW Executive Secretary/DDW Admin
Plan Review Phase
Pre-Plan Review Process: No Plan Review Waiver
Project Notification Form Submission and/or plans specifications, or Exception Request
Mail, Email, Fax, On-line Submission, Hand Delivered
Submittal Received
Received by Engineering Sections
Information Complete?
Confirmation email
No
Yes
Address Comments or Conditions
Staff Review
Proposed Facility added in SDWIS
Manager Review
Letter Approved?
Yes
Letter Preparation for Signature
Director's Signature Required?
No
Mail Review Letter – signed by review engineer (copy to Local Health Department)
Director Review
Approved?
Yes
No
Mail Letter (copy to Local Health Department)
Exceptions
No Operating Permit Necessary
Conditional Project Approval
Conditions of approval must be met as indicated in the letter (sometimes with expiration dates)
Exceptions
Conditional Plan Approval
Basic Project Approval/ Plan Submittal Waivers
Basic Plan Approval/Plan Submittal Waivers
Construction Phase
Construction Activities
Inspections as required/ needed (Local Health Department invited)
Operating Permit Phase
Pre-Plan Review Process: Plan Review Waiver
Submit all items required on the Operating Permit Checklist
Staff Review
Information Complete?
Yes
No
Manager Review
Facility Activated in SDWIS
Letter Approved?
Letter Preparation for Signature
Director Review
Approved?
Yes
No
Mail Letter (copy to Local Health Department)
Operating Permit Issued
Place New Facility into Service
Project Closed
Project Records Filed and Archived