

**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DESIGN DIRECTIVE**

**DD-306  
APPROVAL PROCEDURE FOR SEWER AND/OR  
WATER SUPPLY INSTALLATIONS OR RELOCATIONS**  
*March 1, 2006*

The following procedures have been established to expedite the review and approval of sewage collection and treatment systems and/or public water system distribution and treatment installations or relocations by the Bureau for Public Health. The Bureau for Public Health is the primary state review agency for sewage collection and public water system (distribution and treatment) installations and relocations. The Bureau for Public Health and the Department of Environmental Protection are responsible for the review and approval of sewage treatment facility installations or relocations.

**PROCEDURE FOR THE APPROVAL OF SEWER AND/OR  
WATER SUPPLY INSTALLATIONS OR RELOCATIONS**

**SEWERS**

**SEWAGE COLLECTION AND TREATMENT PROCEDURES**

The following guidelines are for determining when sewer collection and/or treatment permits are required:

1. A permit will be required when one of the following conditions are met:
  - a) More than 1,000 LF of sewer gravity lines are to be installed or modified, with either the replacement (relocated) sewer line being increased or decreased in size compared to the existing sewer line.
  - b) The replacement (relocated) gravity sewer line slopes are changed as much as 0.20% as compared to the existing sewer line.
  - c) The depth of replacement (relocated) gravity sewers changes as much as three (3) feet as compared to the existing sewer line.
2. A permit will be required when a sewage force main, sewage pump station or sewage treatment facility is involved.
3. A permit may be required when two (2) or more residences or businesses have their sewage collection or treatment facilities (such as on-site soil absorption systems or surface water discharge sewage treatment facilities) disturbed or replaced. The design engineer should contact the Bureau for Public Health central office Environmental Engineering Division permit review staff to determine if a permit will be required.

Note that all plans must be signed and sealed by a West Virginia Registered Professional Engineer.

Sewage collection and treatment systems modifications or relocations must be designed in accordance with the Bureau for Public Health "Sewage Treatment and Collection Systems Design Standards." If the sewage facilities cannot be designed to meet the design standards, the design engineer should contact the Bureau for Public Health central office Environmental Engineering Division permit review staff to determine the best design, prior to submission of an application package.

If an existing sewage treatment facility is modified or relocated and the sewage treatment plant size or treatment process is changed a Department of Environmental Protection “Municipal/Private Sewage Treatment Wasteload Allocation” will have to be filled out and be submitted to the Division of Water & Wastewater Management, Department of Environmental Protection. New sewage treatment facilities will also require a “...wasteload allocation.” After the Division of Water & Wastewater Management has determined the “...wasteload allocation...” the allocation is to be submitted the application package to the Bureau for Public Health. The design engineer should contact the Bureau for Public Health central office Environmental Engineering Division permit review staff to determine the minimum sewage treatment facility design requirements, prior to development of an application package and plans.

Sewage Collection Installation or Relocation Application Forms\*

Form ES-77A: Sewer Line and/or Water Line Extensions, Forms and Required Information

Form ES-69: Application for Permit to Construct Or Modify A Wastewater Collection And/Or Treatment System

Form EG-4: Sewage System Information and Design Data Sheet

\*Require four (4) sets for application forms, specifications and plans and a \$300 application fee (check or inter-governmental transfer) to be submitted to the Bureau for Public Health. The Bureau for Public Health may require two (2) sets of an engineering report with hydraulic and sizing calculations if a sewage pump station and/or sewage force main is in the project.

Sewage Treatment Installation Or Relocation Application Forms With or Without Sewage Collection\*\*

Form ES-77D: Sewage Collection and Treatment Systems & Water Treatment and Distribution Systems, Forms and Required Information

Form SJ: Application for Permit

Form Municipal/Private Sewage Treatment Wasteload Allocation Form

\*\* Require eight (8) sets of application forms, specifications and plans and \$300 application fee (check or inter-governmental transfer) to be submitted to the Bureau for Public Health. The Department of Environmental Protection may also require an application fee. The Bureau for Public Health and the Department of Environmental Protection may require eight (8) sets for an engineering report with hydraulic and sizing calculations if a sewage treatment facility is in the project.

## WATER SYSTEMS

### WATER DISTRIBUTION AND/OR TREATMENT SYSTEM PROCEDURES

The following guidelines are for determining when water distribution and treatment permits are required:

1. A permit will be required when one of the following conditions apply:
  - a) More than a 1,000 LF of water line is installed or relocated.
  - b) When six (6) inch or larger diameter water line is installed or relocated.
  - c) When crossing a stream that is wider than 15 feet.
  - d) When a road bore of longer than 60 feet is required.
2. A permit will be required if there are any installations or relocations of water booster stations, water storage facilities, main line pressure reducing stations, master water meter stations and water treatment facilities.
3. A permit will be required if new or relocated raw water intake sources are proposed

Note that all plans must be signed and sealed by a West Virginia Registered Professional Engineer.

Water distribution and/or treatment system modifications or relocations must be designed in accordance with the Bureau for Public Health "Public Water System Design Standards." If the water facilities cannot be designed to meet the design standards, the design engineer should contact the Bureau for Public Health central office Environmental Engineering Division permit review staff to determine the best design, prior to submission of an application package.

#### Water Distribution and/or Treatment System Installation or Relocation Application Forms\*

Form ES77A: Sewer Line and/or Water Line Extensions, Forms and Required Information  
Form EW-100: Public Water Supply Application for a Permit to Construct, Alter, or Renovate  
Form EG-%: Water System Design Information and Data Sheet

\* Require four (4) sets of application forms, specifications and plans and a \$300 application fee (check or inter-governmental transfer) to be submitted to the Bureau for Public Health. The Bureau for Public Health may require two (2) sets of an engineering report with hydraulic and sizing calculations if a water booster station, water storage facility, main line pressure reducing station, master water meter station or water treatment facility is in the project.