



MEMORANDUM

To: The Development Community

Re: BCWS E-Review Online Submittal Process

From: BCWS Engineering Department

Original Date: February 22, 2021

Revision Date: June 20, 2023

BCWS Engineering began our E-Review Online Submittal process on March 1, 2021. All private development projects are required to be submitted through this process.

How to Initiate a BCWS Engineering (WSPD) Plan Case:

1. Fully complete the Development Review Application, available online at: <https://berkeleycountysc.gov/dept/planning/development-review-application/>
2. If the project requires an SCDHEC Permit to Construct, please answer Yes to the following questions on the application:
 - a. Does this project require the construction of BCWS water/sewer facilities or mains (e.g. water/sewer main extension, pump station, elevated storage tank, etc.)?
 - b. Does this project require a new water / sewer service connection?
 - i. When you answer Yes to this, select the applicable permits required for the project.
3. Complete the Project Information section.
4. List the applicable TMS numbers included in the project.
5. When selecting Water or Sewer Provided By BCWS, please select the appropriate project type.
 - a. If the project is in the BCWS service area for both water and sewer and includes a permitted main extension (water or sewer) and a service only connection (water or sewer), select “Sewer and Water Main Extension” or select “Water, Sewer, & Pump Station” if the project includes a pump station. This is to ensure that the plan case includes all relevant items for a water and sewer project.
6. Include the number of lots created in the project.
7. Include the estimated sewer cost and estimated water cost.
 - a. If the project will include any privately owned mains, provide a cost breakdown of public and private cost estimates in the Description of Intent block.
8. Complete the Description of Intent block.
9. Include the Developer and Engineer’s contact information at the end of the application.
 - a. The email addresses provided on the application will serve as the primary method of communication and means to access submitted Plan Case information in the E-Review portal.

- b. The applicant/engineer/developer will only be able to upload plans and documents, access information about a Plan Case, receive comment letters and marked up drawings for those projects listed under their email address in the E-Review portal.
10. The BCWS Engineering Administrative Support Specialist will review the application, create the WSPD Plan Case, and issue the Plan Review fee invoice. The submittal of the construction package and payment of plan review fees is required to initiate a BCWS Engineering review of the project.

How to Submit Initial or Revised Files to a BCWS Plan Case

1. Applicants must log in to the E-Review Portal at <https://berkeleycountysc.gov/energoinfo> and select the applicable Plan Case (provided in the notification email sent when the WSPD Plan Case is created).
2. Scroll to the bottom of the page to upload files to the Plan Case.
 - a. **Please note:** the uploaded documents must follow the naming conventions found on Appendix F20. If these naming conventions are not followed, the submittal will not be accepted and the Applicant will receive a notification via email that they must upload the documents as instructed in this memo. As these documents are uploaded to the applicable project, the Project Title is not needed in the file names.
3. If Plan Review fees are due, submit a check to BCWS, Attn: BCWS Engineering.

Plan or Plat submittals that, following review by the qualifying departments, become inactive for a period of six months following the date of the last correspondence issued by any of the Departments engaged in the review will be discarded unless the Applicant demonstrates a good faith effort to progress the submittal prior to the expiry deadline and/or an extension is granted. Should a Plan or Plat submittal be discarded, submittal of a new application and payment of review fees applicable to a new submittal will be required in order to proceed with review.

The Applicant and Developer will receive a notification email once the completeness check of the plans and supporting documents have been reviewed and accepted. A second notification will be sent to the Applicant and Developer when the plans and supporting documents have been reviewed and all comments are published to the portal. The Applicant will log into the E-Review Portal at <https://berkeleycountysc.gov/energoinfo> and navigate to the applicable plan case to download the marked up drawings and comment letter.

Resubmittals / Record Drawings

Resubmittals shall be submitted through the E-Review Portal. Efficiency of the plans/plat review process is maximized when each applicable Department is reviewing the same version of the submittal. Because of this, Applicants **shall not** submit revisions to a previously processed plans/plat submittal until all applicable Departments have provided comments. Plans/Plat submittals will not be accepted if submitted before all applicable Departments have provided comments. Failure to do so will cause Plans/Plat submittals to NOT BE ACCEPTED.

For record drawings submittals, please log into the E-Review Portal and upload all documentation required for your record drawings review. If this is a first submittal of record drawings, please include all applicable items from Appendix F27.

Staff Contacts

The following staff members are available to assist with any questions concerning the submittal process:

BCWS Engineering Administrative Support Specialist

Berkeley County Water & Sanitation

212 Oakley Plantation Drive, Moncks Corner, SC 29461

(843) 719-2314

bcwsengadmin@berkeleycountysc.gov

Submittal Requirements

For Naming Conventions, refer to Appendix F20:

<https://bcws.berkeleycountysc.gov/wp-content/uploads/docs/Appendix-F20-BCWS-E-Review-File-Naming-Conventions.pdf>

For BCWS Procedures for Permitting Projects, refer to Appendix F22:

<https://bcws.berkeleycountysc.gov/wp-content/uploads/docs/tech%20specs/Appendix-F22-Procedures-for-Permitting-Projects-with-BCWS.pdf>

For Construction Drawings submittals, refer to Appendix F26:

<https://bcws.berkeleycountysc.gov/wp-content/uploads/images/2020/07/Appendix-F26-New-Project-Submittal-Checklist.pdf>

For Record Drawings submittals, refer to Appendix F27:

<https://bcws.berkeleycountysc.gov/wp-content/uploads/images/2020/07/Appendix-F27-Closeout-Submittal-Checklist.pdf>