

## E-REVIEW PROCEDURES FOR PERMITTING PROJECTS WITH BCWS

1. A pre-design conference with the Developer and Berkeley County Water & Sanitation (BCWS) is recommended to discuss the project's requirements.
  - a. The Developer provides BCWS with a Letter of Intent and a completed Appendix F2 Project Design Information Sheet.
2. The Developer's Engineer submits a Development Review Application online at <https://berkeleycountysc.gov/dept/planning/development-review-application/>.
3. When the Development Review Application is approved, the Developer's Engineer will upload PDF files of the following items as a Construction Submittal Package for review to the E-Review Portal at <https://berkeleycountysc.gov/energoinfo/>:
  - a. Appendix F26 New Project Submittal Checklist
  - b. One complete set of plans<sup>1</sup>
  - c. Developer's Letter of Intent
  - d. Appendix F30 BCWS Plan Submittal Checklist signed and dated by the design engineer
  - e. Pump Station specification booklet (if pump station project)
  - f. Sewer and/or water design calculation booklets
  - g. Cost estimate for the construction of the sewer and/or water system
  - h. Plan Review fees paid by check to BCWS, Attn: Brandy Sparkman, 212 Oakley Plantation Dr., Moncks Corner, SC 29461.
  - i. **Plan Review Fees** – BCWS shall charge an administrative Plan Review Fee equal to 2% of the estimated construction cost of any sewer and/or water system that is to be constructed by a private entity or Developer and transferred to BCWS. This fee shall not exceed \$10,000.00 per section or phase of each water or sewer system.

**\*\*Please note: the uploaded documents must follow the file naming conventions found on Appendix F26. If these naming conventions are not followed, the submittal will not be accepted and the Developer and Engineer will receive a notification via email that they must upload the documents using the file naming conventions found on Appendix F26.**

4. BCWS will conduct a completeness check of the documents. If all items are complete and correctly submitted, the documents will be accepted for review and an email will be sent to the Developer and the Engineer stating such.
  - a. If the items are incomplete, or incorrectly submitted, the documents will be placed on hold and an email will be sent to the Developer and Engineer stating additional items are required for review.
5. After BCWS Engineering and Operations conducts a review of the Construction Submittal Package, the Developer and Engineer will receive an email that the pdf copy of the comment letter and marked up drawings are available in the E-Review Portal.
6. The Developer's engineer will upload PDF files of the following items to the E-Review Portal:
  - a. One pdf of the complete set of plans
  - b. Any revised documents required in the comment letter
  - c. A new Appendix F30 BCWS Plan Submittal Checklist signed and dated by the design engineer

BCWS staff will review the revised package. Please note with each revised submittal additional comments may be issued.

7. When the submittal has been approved, the Developer and Engineer will receive an email requesting one (1) full size (24x36) and one (1) half size (12x18) hard copy sets of complete, bound construction drawings to complete the contract package. **Submit the hard copy sets to BCWS Engineering, Attn: Administrative Support Specialist, 212 Oakley Plantation Dr., Moncks Corner, SC 29461.**
8. Once hard copies of the construction drawings are received, BCWS issues Sewer and/or Water Contracts and an invoice from BCWS to the Developer. The Developer and his/her attorney is expected to review the contracts and invoice, and return the original, executed contracts with payment for the following:
  - a. **Impact Fees** - For all properties requiring a SCDHEC Permit to Construct, 50% of the Impact Fees must be paid prior to the issuance by BCWS of its "Willingness and Ability to Serve" letter. (The remaining 50% of the Impact Fees must be paid prior to the issuance of the "Operation and Maintenance" letter to SCDHEC.)
 

Sewer: \$2,850.00 per lot or ERU (50% \$1,425.00)	Water: \$2,200.00 per lot or ERU (50% \$1,100.00)
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  - b. **Contract Administration Fees** – BCWS shall charge a Contract Administration Fee equal to \$400.00 per section or phase of each sewer and/or water system to be transferred to BCWS.
9. After receipt of the original, properly executed contract(s) and payment(s), BCWS provides the Willingness and Ability to Serve letter to the Developer's engineer. This letter will be included as a part of the engineer's construction permit application to SCDHEC. **Please note that BCWS does not provide DRP for Private Development projects.**
10. If plans are revised after contracts are signed and fees are paid, BCWS may issue contract amendments and invoices for the following:
  - a. **Plan Revision Fees** – BCWS shall charge an administrative Plan Revision Fee equal to 2% of the estimated construction cost of any sewer and/or water system. This fee shall not exceed \$10,000.00 per section or phase of each sewer and/or water system.
  - b. **Contract Administration Fees** – BCWS shall charge a Contract Administration Fee equal to \$400.00 for contract amendments per section or phase of each sewer and/or water system to be transferred to BCWS.
11. Once the SCDHEC Permit to Construct is received, the Developer's engineer will schedule a pre-construction meeting with a BCWS Engineering Technician and the Contractor. A minimum of 72 hours' notice shall be provided when scheduling the meeting.
12. The Developer's engineer shall notify BCWS 72 hours prior to the commencement of the sewer and/or water system construction.
13. After completion of construction; scheduled testing and inspections with BCWS personnel is required. At a minimum, preliminary record drawings and the CCTV Inspection videos shall sent to BCWS, Attn: Brandy Sparkman for processing prior to the testing and inspection.
14. Upon satisfactory testing and inspections, the Developer's engineer will upload PDF files of the following items for project closeout. The following items comprise a complete Close-Out Package:
  - a. Appendix F27 Closeout Submittal Checklist
  - b. One complete set of record drawings. On sewer and/or water system plan view sheets, the lot numbers, street address numbers, and street names must be labeled.<sup>ii</sup>
  - c. Engineer's certification letter
  - d. Final cost of construction of the sewer and/or water system on engineer's letterhead to include a breakdown of sewer cost if a pump station is included in the project.
  - e. One unrecorded plat or one recorded plat for review for all required easements and real property.
  - f. Legal descriptions for any real property plats
  - g. Appendix F2 Project Design Information Sheet updated with Attorney and Contractor information
  - h. Appendix F30 BCWS Plan Submittal Checklist signed and dated by the design engineer
  - i. Passing sewer and/or water system test results

**\*\*Please note: hard copies of all pump station documentation is required once the pump station drawdown is complete. The pump station testing results (Drawdown Test and Generator Startup Report) are to be uploaded to the E-Review Portal.**

15. BCWS will conduct a completeness check of the documents. If all items are complete and correctly submitted, the documents will be accepted for review and an email will be sent to the Developer and the Engineer stating such.
- If the items are incomplete, or incorrectly submitted, the documents will be placed on hold and an email will be sent to the Developer and Engineer stating additional items are required for review.

16. After BCWS Engineering conducts a review of the Close-Out Package, the Developer and Engineer will receive an email that the pdf copy of the comment letter and marked up drawings are available in the E-Review Portal.

17. The Developer's engineer will upload PDF files of the following items to the E-Review Portal:
- One (1) complete set of revised record drawings
  - Any revised documents required in the comment letter
  - A new Appendix F30 BCWS Plan Submittal Checklist signed and dated by the design engineer

BCWS staff will review the revised package. Please note with each revised submittal additional comments may be issued.

18. After the Close-Out Package has been approved, the Developer and Engineer will receive an email requesting two (2) full size (24x36), complete, bound sets of record drawings (the engineer must place his or her seal, signature, and date on every sheet), three (3) recorded plats, and one (1) CD containing the record drawings in AutoCAD once record drawings are approved for close out. **Submit the hard copy sets to BCWS Engineering, Attn: Administrative Support Specialist, 212 Oakley Plantation Dr., Moncks Corner, SC 29461.**
- The files should be in CAD 2015 or earlier, **or** if drawn with Civil 3D, export the file to standard AutoCAD format.
  - At this time, a request for flushing and water sampling will be accepted for scheduling with BCWS.

19. Once hard copies of the record drawings and plat are received along with the CD with the AutoCAD files, BCWS issues a Transfer Packet to the Developer. The Developer and his/her attorney is expected to review the contents of the Transfer Packet, and return the original, executed legal documents, Impact Fee payment, warranty bond, and other items requested, all of which are described as follows:
- Bill of Sale** – This legal document evidences the transfer of title to property from the Developer to BCWS.
  - Title to Sewer and/or Water System** – This legal document outlines all of the rights in the sewer and/or water system being transferred to BCWS by the Bill of Sale.
  - Title to Real Estate** – This legal document outlines all of the rights in the real property being transferred to BCWS by the Bill of Sale. Typically this document will only be generated when a sewer pump station is constructed as part of the sewer system, but other instances may warrant the conveyance of real property should BCWS require it for access, operation, and maintenance of facilities.
  - Grant of Perpetual Easement** – In instances where facilities being transferred to BCWS are not located within public road right of way or a previously established easement, BCWS requires a permanent exclusive or general utility easement to be granted for the purpose of legal access to operate and maintain the facilities.
  - Title Opinion** – BCWS requires a title opinion prepared by the Developer's attorney as an assurance that the facilities, land, and other appurtenances being transferred are free and clear of any liens or encumbrances at the time of transfer. A cover letter addressed to the Developer's attorney requesting this item is included in the Transfer Packet.
  - Warranty Bond** – BCWS requires a two (2) year warranty bond in the amount of 15% of the final construction cost of the sewer and/or water system in order to make repairs to defective materials or workmanship associated with the facilities transferred to BCWS should the Developer fail to do so in a timely manner. A cover letter addressed to the Developer requesting this item is included in the Transfer Packet.

- g. **Impact Fees** – During the transfer period and prior to the issuance by BCWS of its “operation and maintenance” letter to SCDHEC to obtain the Permit to Operate for the system constructed, the remaining 50% of the impact fees must be paid. A cover letter and invoice addressed to the Developer requesting this item is included in the Transfer Packet.
20. After receipt of a completed Transfer Packet, BCWS will submit its Operation and Maintenance letter to both SCDHEC and the Developer’s engineer. This document is needed to obtain an SCDHEC Permit to Operate for the sewer and/or water system.
  21. After BCWS receives the SCDHEC Permit to Operate, if a backflow preventer is installed on the water line, the BCWS Engineering Technician will schedule for the removal of the backflow preventer and final tie in(s). On the scheduled date, a final meter reading will be taken, the backflow preventer will be removed and the final tie-in(s) to the BCWS system will be made. BCWS will invoice for any water usage recorded by the water meter. This fee must be paid prior to the issuance of the BCWS Tap Memo.
  22. Concurrent with scheduling the removal of the backflow preventer and final water tie-in(s), BCWS notifies the GIS Department and requests confirmation of the addresses and tax map numbers for all parcels served by the sewer and/or water system expansion for issuance of the internal BCWS Tap Memo.
  23. BCWS’s internal Tap Memo is issued to our Taps Department. This step notifies the Taps Department that they may accept tap applications and payment for sewer and/or water service connection and inspection fees. The water service connection fee will increase if a water meter larger than a standard residential water meter is requested. Please arrange the payments for this section with our Taps Department, who can be reached at (843) 719-2644 or by e-mail at [taps@berkeleycountysc.gov](mailto:taps@berkeleycountysc.gov). The amounts of the fees mentioned in this section are as follows:
    - a. **Inspection Fees:**
      - i. Sewer: \$100.00 per service connection
      - ii. Water: \$100.00 per service connection
    - b. **Connection Fees (for standard connections<sup>iii</sup>):**
      - i. Sewer: \$1,200.00 per service connection
      - ii. Water: \$1,050.00 per service connection
  24. Once the inspection and connection fees have been paid and tap applications have been processed, schedule water meter assembly installation and service inspection by e-mailing pertinent information to [Meterinspections@berkeleycountysc.gov](mailto:Meterinspections@berkeleycountysc.gov) and sewer service inspection by e-mailing pertinent information to [Sewerinspection@berkeleycountysc.gov](mailto:Sewerinspection@berkeleycountysc.gov). Please note that sewer service inspections shall be conducted prior to covering the trench that the sewer service was laid in and that no certificate of occupancy will be issued until service installations have been approved by BCWS.

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<sup>i</sup> Please see Appendix F25 for design criteria for construction drawings.

<sup>ii</sup> Please see Appendix F25 for design criteria for record drawings.

<sup>iii</sup> Please see Appendix F21 for more information.