

# Did *you* KNOW?

## Need more Information?

Contact  
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Project Coordinator  
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## Procedures for Infrastructure or Extension to BJWSA's Water or Wastewater Systems:

1. Submit Water/Wastewater Availability request, including a description of project and sketch plan, to BJWSA Engineering Department.  
*BJWSA will process within 5 business days.*
2. Submit design package (two sets of drawings and two sets of design considerations) to BJWSA Engineering Department.  
*BJWSA Design Review Team reviews plans once weekly; allow two weeks for processing.*
3. Revise and resubmit plans, if necessary.  
*When plans approved, BJWSA sends correspondence to Developer/Contractor's Engineer with quote of fees, permitting requirements, etc.*
4. Make payment of Project Fees and Capacity Fees to Project Coordinator.  
*BJWSA will review and submit the construction permit application to DHEC, if applicable.*
5. Contact BJWSA Project Engineer to schedule pre-construction meeting, once all permits (DHEC, DOT, Etc.) are approved.
6. Submit two sets of revised construction drawings and material submittals 48 hours prior to pre-construction meeting.  
*BJWSA holds pre-construction meeting.*
7. Start construction.
8. Submit as-built record drawings and request final walk through inspection to BJWSA Field Inspector.  
*BJWSA conducts final walk through inspection and any required follow-up.*
9. Schedule flushing, pressure testing, pump station startup, etc.
10. Complete final inspection punch list.  
*Re-inspection by BJWSA.*
11. To obtain operating permits from DHEC and acceptance of the system by BJWSA, submit closeout documents to BJWSA Project Coordinator.
12. Contact our Customer Service Department for a quote of fees associated with residential connections or the Engineering Department for Commercial connections.
13. Apply for service and pay meter connection fees quoted by BJWSA.

## MORE QUESTIONS?

Our website is packed  
with helpful information!  
Visit [www.bjwsa.org](http://www.bjwsa.org)