



Building Permit Review-Water and Wastewater Service Checklist

Submittal of plans for a commercial building permit must include a Utility Plan showing the existing and proposed water and wastewater utility connections to public mains.

This check list is being provided to assist in preparation of the Utility Plan and to ensure that all necessary information is shown. The check list must be filled out, signed by the applicant and attached to the water/wastewater utility plan included with the building plans.

Projects undergoing the Q-Team review process shall submit a copy of the water utility plan & signed check list with a transmittal letter (in advance of the building permit review) directly to:

**Attention: W/WW Permit Review (Q-Team Project)
320 E Jefferson Blvd., Room 200, Dallas, TX 75203**

The letter of transmittal must reference the Q-Team project and any associated building permit number(s).

Forms and Manuals referenced in the checklist may be found at:

www.DallasCityHall.com/departments :

- Water Utilities ⇒ Design and Construction Standards
- Sustainable Development and Construction ⇒ Engineering ⇒ Engineering/Survey Forms, Procedures and Checklists

Do you qualify for a Permit Only Review?

For commercial wastewater and large water services, if the service installation meets **any** of the following criteria, a full engineering plan review and **private development contract (P-Contract)** will be required;

- Project is located in Central Business District; or
- Water and/or Wastewater main is substandard in size, age or capacity and must be improved; or
- Water and/or Wastewater main extension is required; or
- The service length is greater than 60 feet as measured from the connection at the existing water main to the centerline of the meter vault; or
- The water main is reinforced concrete pipe; or
- The water/wastewater main is larger than 16-inches in diameter; or
- The water/wastewater main is more than 20 ft. deep; or
- A railroad easement is involved/required; or
- A ww manhole is required; or
- A suspended water meter vault inside a basement is required; or
- A fire hydrant is required; or
- Service length is greater than 25 ft. in a highway or Principal/Minor Arterial street.

Water/ Wastewater Utility Plan Check List

- It is the responsibility of the applicant to verify all existing utilities. Design information for existing water and wastewater mains may be obtained the Infrastructure Information Vault (320 E. Jefferson Ave., Room 215). Due diligence should include field verification prior to design.
- Provide a North arrow, scale bar and location map on the drawing.
- Clearly show and label all pertinent information which may affect construction, maintenance or accessibility of the installations including, but not limited to, fences, large trees, retaining walls, signs, other utilities, bar ditches, or any other obstructions.
- Show and label the location and size of the existing and proposed water and wastewater connections for each building.
- Show and label the location and size of the existing City water and wastewater mains being used for each new service connection.
- The sizes of the proposed water and wastewater connections must be shown. The following apply:
 - Service connections must be perpendicular to main.
 - The sizes for small water meters are: 1", 1.5", and 2".
 - Large water connections (3" and larger) require a concrete meter vault and lid.
 - Label the sizes and use (domestic, irrigation, fire-line only or a combination fire\domestic) of the water connection and meter.
 - Examples: 1" DOM, 1.5" IRR., 4" FIRE, 4" DOM., etc.
Refer to the "Water Department Standard Drawings Manual"
 - Minimum size for a wastewater connection to a City main is a 6-inch lateral.
- A min. 10'x15' unobstructed area is required for a Fire Meter vault. A min. 15'x30' unobstructed area is required for all large Domestic and Combination meter vaults. This area must be within City ROW or a dedicated DWU easement if encroaching on private property. Refer to Sustainable Development website for easement information.
- If the meter size needed is the same size as the existing City main's diameter, a request must be made in writing for a size-on-size connection. The water demand (gpm & psi) must be provided for review and approval. Application for approval of size-on-size may be found on the SD&C Engineering website or OCMC Room 200. A \$200 fee is required.
- Verify compliance to fire protection requirements, including fire hydrant coverage. See **Ricky Butler** in OCMC Room 210 if a consultation is needed.

- Label the finished floor elevation for each building (existing and proposed).
- The finish floor elevation of the building/structure connecting to the City wastewater main must be ≥ 1.5 ft above the downstream City WW manhole rim elevation. Show and label WWMH rim elevation on plan.
 - If the building/structure does not meet the minimum finish floor elevation requirement, then a wastewater backflow covenant is required. An informational handout is available in OCMC Room 200 and SDC Engineering website.
- Show and label existing private plumbing lines if used for service to the new addition/building; and verify connections are compliant to plumbing codes.
- Verify that wastewater lateral connections to the City main is of adequate depth to serve the proposed building by gravity flow w/minimum slope per City standards. If it is not and there is no alternative, the sewer must be pumped/lifted to the City lateral connection (Note – Backflow agreement will be required). Consult plumbing codes for private lift station requirements.
- The plumbing serving basement/lower floors must pump any discharge to the first floor plumbing system which may then gravity flow to the City main via lateral connection.

By my signature below, I certify that I have reviewed the checklist and am in compliance with each applicable item.

Project Name: _____

Project Address: _____

Printed Name: _____

Signed: _____ Date: _____