WATER/SEWER EXTENSION PROCESS

The following is the procedure required by the City of Columbia in order to apply for service when project requires the water/sewer main to be extended either to the property or on-site.

☐ Submit Civil Engineering drawings for review and approval (this will include the package required by DHEC) See checklist titled *Utility Main Construction* for Submittal Requirements.
☐ CONSTRUCTION PLANS APPROVED
  The City will forward the package to DHEC to obtain construction permit
☐ DHEC CONSTRUCTION PERMIT ISSUED
☐ Contractor must call in a 48-hour work notice and schedule a pre-construction meeting with the Utility Inspector. He must also possess a copy of the City's approval letter and adhere to any conditions
☐ CONSTRUCTION COMPLETE
  1. Contractor must schedule a Pressure Test with the Utility Inspector
  2. Civil Engineer must submit Record Drawings
  3. Contractor who installed the water/sewer main, must submit an original Lien Waiver Form (Form #3) and a list of materials
  4. Developer must submit an original Form #2
  5. Copy of the deed to the property
☐ BATERIOLOGICAL WATER TESTING BEGINS (sampling begins upon receipt of the above (5) items. Must receive (2) consecutive approved samples
☐ RECORD DRAWINGS APPROVED
  City staff will prepare a deed from the record drawings and forward to developer for execution
☐ RECEIPT OF PROPERLY EXECUTED DEEDS
☐ BATERIOLOGICAL TESTING COMPLETE
☐ FLOW TEST APPROVED
  Inspector will flow all Fire Hydrants to insure that they are functioning properly
☐ FINAL PACKAGE
  City will forward the following to the Engineer of record to transmit to DHEC to request the permit to operate the water system
  1. City's letter accepting ownership, operation and maintenance of the system
  2. Approved Pressure Test
  3. Approved Bacteriological Test
  4. Fire Hydrant Flow Test
  The Engineer submits the final package to DHEC
☐ DHEC PERMIT TO OPERATE ISSUED
Owner can now make application for water/sewer service