



## E-REVIEW PROCEDURES FOR PERMITTING (WSPD) PROJECTS WITH BCWS

- 1) A site plan meeting with all pertinent County departments, the Developer, and the Developer's engineer, or a pre-design meeting for BCWS only projects with Berkeley County Water & Sanitation (BCWS), the Developer, and the Developer's engineer is recommended to discuss the project's requirements.
  - a) The Developer provides County/BCWS with a conceptual design plan and preliminary project information.
- 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 WSPD plan case is created and BCWS invoices for plan review fees.
  - a) **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 \$25,000.00 per section or phase of each water or sewer system.
- 4) The Developer's Engineer will upload PDF files of the following items to the EReview Portal at <https://build.berkeleycountysc.gov/> as a Construction Submittal Package for review:
  - a) Appendix F26 New Project Submittal Checklist
  - b) One complete set of plans<sup>i</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: BCWS Engineering, 212 Oakley Plantation Dr., Moncks Corner, SC 29461 or via credit card payment link provided via email.

**\*\*The uploaded documents must follow the file naming conventions found on Appendix F20.** 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 F20.
- 5) BCWS will conduct a completeness check of the documents. If all items are complete and correctly submitted, and payment of plan review fees has been received, 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.

- 6) After BCWS Engineering and Operations conducts a review of the Construction Submittal Package, the Developer and Engineer will receive an email that documents are available in the E-Review Portal. The email will list the file names of the documents available for viewing.
- 7) The Developer's engineer will upload PDF files of the following items to the E-Review Portal:
  - a) One 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
  - d) A comment response letter (unless responses are within the markups)
 BCWS staff will review the revised package. Please note with each revised submittal additional comments may be issued.
- 8) When the submittal has been approved, the Developer and Engineer will receive an email requesting one (1) half size (12x18) hard copy set of complete, bound construction drawings to complete the contract package.
  - a) For commercial projects requiring a water meter sized 2" or larger, a Commercial Building Water Meter application must be submitted with the hard copy drawings due to long lead times on ordering larger water meters. Complete one (1) application per water meter sized 2" or larger this is required for the project. The water meter fee must be paid prior to the release of the contract package.
- 9) Once hard copies of the construction drawings are received, have been confirmed that they match the approved pdfs, have received final approval from the BCWS Engineering Manager, and commercial water meter fees have been paid for water meters sized 2" or larger, BCWS issues Sewer and/or Water Contracts and an invoice from BCWS to the Developer and BCWS drafts the Willingness and Ability to Serve letter. The Developer and his/her attorney are expected to review the contracts and invoice, and return the original, executed contracts with payment for the following:
  - a) **Impact Fees** - For all projects requiring an SCDES 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 SCDES.)
 

(1) Sewer: \$2,850.00 per lot or ERU	Water: \$2,200.00 per lot or ERU
(50% \$1,425.00)	(50% \$1,100.00)
  - 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.
  - c) **Additional Plan Review Fees** – BCWS shall charge additional Plan Review Fees if the cost on the application is less than the cost estimate supplied with the construction package submittal.
  - d) **Meter Only Fees** – For commercial water projects, BCWS shall invoice for the meter cost for any meter 2" or larger required for the project so that the required meters may be ordered in advance due to long lead times on shipment times for larger meters.
- 10) After receipt of the original, properly executed contract(s) and payment of fees, 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 SCDES. **BCWS does not provide DRP for Private Development projects.**

- a) If plans are revised after contracts are signed and fees are paid, BCWS may issue contract amendments and invoices for the following:
    - i) **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 \$25,000.00 per section or phase of each sewer and/or water system.
    - ii) **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 SCDES Permit to Construct is issued, the Developer’s engineer will upload pdfs of the permits to the WSPD plan case.
  - 12) The Developer’s engineer will schedule a pre-construction meeting with a BCWS Engineering Technician and the Contractor after receipt of the SCDES Permit to Construct. A minimum of 72 hours’ notice shall be provided when scheduling the meeting.
  - 13) The Developer’s engineer shall notify BCWS 72 hours prior to the commencement of the sewer and/or water system construction.
  - 14) After completion of construction, scheduled testing and inspections with BCWS personnel is required. At a minimum, preliminary record drawings, the CCTV Inspection videos, and the CCTV certification letter from the Engineering Firm stating they have reviewed the CCTV videos shall be sent to BCWS, Attn: BCWS Engineering for processing prior to testing and inspection.
    - a) The CCTV videos shall be submitted on credit card sized USB drives.
  - 15) 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 sewer and/or water record drawings (if sewer and water - combine in one pdf file). 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) CCTV Inspection videos and the CCTV certification letter (unless provided prior to Close-Out Package)
    - e) 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.
    - f) One unrecorded plat or one recorded plat for review for all required easements and real property.
    - g) Legal descriptions for any real property plats
    - h) Appendix F2 Project Design Information Sheet updated with Attorney and Contractor information
    - i) Appendix F30 BCWS Plan Submittal Checklist signed and dated by the design engineer
    - j) Passing sewer and/or water system test results
    - k) 3<sup>rd</sup> party compaction test results from backfill material around wet well for projects with pump stations.
- \*\*The uploaded documents must follow the file naming conventions found on Appendix F20.** 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 F20.

\*\*\*Hard copies of all pump station documentation are 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.

- 16) 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.
- 17) After BCWS Engineering conducts a review of the Close-Out Package, the Developer and Engineer will receive an email that documents are available in the E-Review Portal. The email will list the file names of the documents available for viewing.
- 18) The Developer's engineer will upload PDF files of the following items to the E-Review Portal:
  - a) One (1) complete set of revised record drawings
  - 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
  - d) A comment response letter (unless responses are within the markups)BCWS staff will review the revised package. Please note with each revised submittal additional comments may be issued.
- 19) After the Record Drawings and close out items has been approved for transfer, 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, one (1) credit card sized USB drive containing the record drawings in AutoCAD and scalable PDFs, signed, sealed, and dated, and tap applications.
  - a) The files should be in CAD 2015 or earlier, **or** if drawn with Civil 3D, export the file to standard AutoCAD format.
  - b) For Residential projects, one sewer and/or water tap application, completed, with the total number of lots listed for the "Single Family Detached" item entry. Attach a list of TMS numbers to the application.
  - c) For Commercial projects, one sewer and/or water tap application completed for each connection to the BCWS sewer and/or water system.
- 20) Once hard copies of the record drawings, plat, and the credit card sized USB drive with the AutoCAD and PDF files are received and have been confirmed that they match the approved pdfs, BCWS issues a Transfer Packet to the Developer. The Developer and his/her attorney are 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:
  - a) **Bill of Sale** – This legal document evidences the transfer of title to property from the Developer to BCWS.
  - b) **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.
  - c) **Title to Real Estate** – This legal document outlines all 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.

- d) **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.
- e) **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.
- f) **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 & Tap Fees** – During the transfer period and prior to the issuance by BCWS of its “Operation and Maintenance” letter to SCDES to obtain the Permit to Operate for the system constructed, the remaining 50% of the impact fees, any remaining plan review and/or contract administration fees, along with the connection and inspection fees for the project must be paid. A cover letter and invoice addressed to the Developer requesting these fees are included in the Transfer Packet.
  - i) The water service connection fee will increase if a water meter larger than a standard residential water meter is requested. The amounts of the fees mentioned in this section are as follows:
    - (1) **Inspection Fees:**
      - Sewer: \$100.00 per service connection
      - Water: \$100.00 per service connection
    - (2) **Connection Fees (for standard connections<sup>iii</sup>):**
      - Sewer: \$1,200.00 per service connection
      - Water: \$1,050.00 per service connection
- h) **Fire Line Fees** – For projects with a fire line, BCWS will charge a connection fee of \$1,050.00 per fire line. A monthly fire line fee of \$62.50 will be included in the customer’s water bill.

BCWS will accept requests to schedule flushing and water bacteriological testing once the transfer package is issued. BCWS will request the GIS address confirmation and the final construction meter reading once the transfer package is issued. The final meter reading should be obtained after flushing and water bacteriological testing is completed. BCWS will draft the Operation and Maintenance letter during the preparation of the transfer package.

- 21) After receipt of a completed Transfer Packet and passing water bacteriological testing results, BCWS will submit its Operation and Maintenance letter to both SCDES and the Developer’s engineer. This document is needed to obtain an SCDES Permit to Operate for the sewer and/or water system.
  - a) BCWS will issue a preliminary tap memo to allow BCWS Taps staff to enter location and fees information in the Billing system and work orders in the Operations system prior to obtaining SCDES Permit(s) to Operate.
  - b) BCWS will invoice for construction water use fees in order to receive payment prior to receiving the SCDES Permit(s) to Operate. If payment is not received prior to receipt of

SCDES Permit(s) to Operate, BCWS reserves the right to hold the final tap memo release and meter sets until the fee payment is received.

22) After BCWS receives the SCDES Permit(s) to Operate, the BCWS Engineering Technician will schedule for the removal of the backflow preventer and final tie in(s). After the final water tie-ins, BCWS will issue the final tap memo to notify BCWS Operations staff that connections and inspections may now be scheduled.

Email [MeterRequest@berkeleycountysc.gov](mailto:MeterRequest@berkeleycountysc.gov) to schedule meter sets.

Email [Meterinspections@berkeleycountysc.gov](mailto:Meterinspections@berkeleycountysc.gov) to schedule meter inspections.

Email [Sewerinspection@berkeleycountysc.gov](mailto:Sewerinspection@berkeleycountysc.gov) to schedule sewer inspections.

For these emails, be sure to list the TMS number and address for the locations you are requesting.

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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 construction drawings.

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