



E-REVIEW PROCEDURES FOR SERVICE ONLY (WSOPS) PROJECTS WITH BCWS

- 1) The Developer's Engineer submits a Development Review Application online at <https://berkeleycountysc.gov/dept/planning/development-review-application/>.
- 2) When the Development Review Application is approved, the WSOPS plan case is created and a notification is sent to all plan case contacts to upload applicable files to the plan case.
- 3) 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) One complete set of plans¹
 - b) Appendix F30 BCWS Plan Submittal Checklist signed and dated by the design engineer
 - c) Sewer and/or water design calculation booklets
 - d) Water Meter Application for meters 2" and larger. BCWS shall invoice for the meter only fees so that the required meters may be ordered in advance due to long lead times on shipments for larger meters.

****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.
- 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 plan case contacts 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.
- 6) 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.
- 7) When the submittal has been approved, the plan case contacts will receive an automated email stating the plans are approved. This email will request three (3) half-size (12x18) hard copy set of complete, bound construction drawings and request the developer to submit tap applications for the project. BCWS will assess tap fees and issue an invoice to the developer.

- 8) Once the tap fees are paid, BCWS's internal Tap Memo is issued to our Taps and Operations Departments. This step notifies BCWS staff that the project is approved for construction, all fees are paid, and work orders can be created for sewer inspections and meter sets. The developer or their 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.
- 9) The Developer's engineer shall notify BCWS 72 hours prior to the commencement of the sewer and/or water system construction. Email MeterRequest@berkeleycountysc.gov to request meter sets.
- 10) Final sewer inspection for Certificate of Occupancy (CO) must be completed prior to requesting final meter inspection. For water, backflow certifications are required prior to BCWS conducting the final meter inspection for CO. Meter can be set for construction water/fire protection purposes prior to final inspections for CO. BCWS Operations staff must be contacted for these inspections. Preliminary record drawings are required before final inspections are done. BCWS requires a minimum 72 hours' notice to schedule inspections.
- 11) 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) 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.ⁱⁱ
 - b) Engineer's certification letter
 - c) One unrecorded plat or one recorded plat for review for all required easements.
 - d) Appendix F30 BCWS Plan Submittal Checklist signed and dated by the design engineer
 - e) Passing water system test results

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- 12) 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.
- 13) 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.
- 14) 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.

- 15) After the Record Drawings and close out items have been approved, a notification will be sent requesting hard copies of record drawings, the recorded plat, and a credit card size USB with CAD and PDF files. Upon receipt of the hard copies, BCWS will issue easement documents for any required easements.
 - a) Record Drawings will be sent to GIS for entering service line and valves in the system for BCWS use.
- 16) After receipt of the fully completed easement documents, BCWS will record the documents with the Register of Deeds office.
- 17) While BCWS is recording the easement documents, the developer or their representative can schedule the final water service inspection via email to Meterinspections@berkeleycountysc.gov and final sewer service inspection via email to Sewerinspection@berkeleycountysc.gov. Include pertinent project information in the emails (e.g. Plan Case Number, Project Name, Address, TMS Number).
 - a) Please note that BCWS performs two sewer inspections. The initial inspection is to be scheduled and conducted prior to covering the trench in which the sewer service is laid. The final inspection is to be scheduled and conducted once all services are at grade and buildings are tied in. BCWS will perform a visual and video inspection of the sewer services prior to providing the concurrence for the building permit certificate of occupancy.

ⁱ Please see Appendix F25 for design criteria for construction drawings.

ⁱⁱ Please see Appendix F25 for design criteria for record drawings.