

Services Only Projects Process Chart

Submittal to
MPW
Engineering Dept

- Letter of Intent.
- Submittal Package.
- Proof of Coordination Letter.

Project Review
and Approval

- Submittal Approved.
- Impact and connection fees quoted.

Permitting

- Impact and Permitting Fees paid.
- Building permit approved.

Preconstruction
Meeting

- All permits received.
- Material Submittals approved.
- Approved as Submitted plans.

Construction

- Final Inspection requested and asbuilt drawings submitted (if applicable).
- Final Inspection punchlist issued.

Closeout

- Inspector approval.
- Asbuilt drawings approved.
- Service Availability Letter issued.

New Service Fees
Accepted

- Owner accounts established.
- Connection fees paid.
- C/O inspections.
- C/O approved.

Section 3.0: Services Only Projects

The first step required for any development project is to submit a Letter of Intent (LOI). This request shall be submitted on MPW's standard LOI form. The form is reviewed to determine which scenario applies to the project as defined below and follow the requirements for that section. The LOI form is available on MPW's website.

Section 3.0.1: Town of Mount Pleasant Annexation Requirements

Any property that has wastewater service available and is not within the Town limits of Mount Pleasant, will be referred to the Town of Mount Pleasant Planning Department to ensure compliance with the Town's Sewer Use Ordinance, Annexation for Sewer Service requirements. MPW cannot provide service until notification is received from the Town Planning Department that annexation requirements have been met.

3.2: Commercial Development

This section outlines the requirements for each type of commercial development applying for service and/or requiring service connections.

A. Commercial Building Upfit

A shell building or an existing commercial space being renovated for a different commercial usage (i.e. retail to restaurant; general office space to medical)

The following outlines the procedures for obtaining MPW's approval for a Building Permit, obtaining service and receiving approval for a Certificate of Occupancy.

1. Submit a completed LOI to MPW.
Submit the following information with the LOI where applicable:
 - a. Floor plan showing designated use of all areas including internal plumbing plan.
 - b. Civil plan showing water and wastewater service connections and locations of backflow preventers and grease traps (if applicable)
 - c. Fire Department Proof of Coordination Letter (if applicable)
 - d. Completed Industrial Pretreatment Questionnaire (if applicable)
2. MPW sends the approval letter and connection fees to the Owner/Developer Representative listed on the LOI.
3. Once fees have been paid, MPW approves Building Permit.
4. Owner/Developer sets up new customer accounts and pays New Service Fees.
5. Service is provided once fees have been paid and all conditions and inspections noted in the approval letter have been addressed.
6. Any inspections required by MPW Inspectors must be scheduled and completed prior to MPW signing off on a Certificate of Occupancy.

MPW may not approve a Building Permit for an upfit if it is a building that is served by a water/wastewater system extension which has not yet been accepted by SCDHEC for operation.

MPW reviews the information and ensures the building upfit meets all MPW requirements where applicable:

- a. Cross Connection Program
- b. Industrial Pretreatment Questionnaire
- c. Fats, Oils, and Grease Trap Program
- d. Other as requested

B. Commercial Service Accessible

An undeveloped property (vacant lot/outparcel) with water and wastewater readily accessible. Project requires service connections.

The following outlines the procedures for obtaining MPW's approval for a Building Permit, obtaining service and MPW signing off on a Certificate of Occupancy (C/O).

1. The Owner/Developer Representative submits a completed LOI to MPW.
Submit the following information with the LOI where applicable:
 - a. Engineer's Cost Estimate
 - b. Floor plan showing designated use of all areas including internal plumbing plan
 - c. Civil plan showing water and wastewater service connections and locations of backflow preventers and grease traps (if applicable)
 - d. Fire Department Proof of Coordination Letter (if applicable)
 - e. Completed Industrial Pretreatment Questionnaire (if applicable)
2. MPW sends the approval letter and impact/connection fees to the Owner/Developer Representative listed on the LOI.
3. The Owner/Developer pays Impact and Project Administration fees.
4. Building permit approved.
5. Prior to scheduling a preconstruction meeting with the MPW Inspector the following items must be completed:
 - a. Approved civil plans
 - b. Approved material submittals
 - c. All agency permits received
6. Upon completion of construction, the engineer requests a final inspection in writing with a copy of the final asbuilts to MPW Inspector. See MPW's Standard Technical Specifications for the asbuilt requirements.
7. MPW Inspector conducts final inspection and generates a final inspection punch list.
8. Owner/Developer sets up new customer accounts and pays New Service Fees.
9. Service is provided and C/O approved only when the following conditions are met:
 - a. Backflow Certification (if required) submitted to MPW by a SCDHEC Certified Backflow Tester;
 - b. Grease Trap Inspection (if required);
 - c. All legal requirements met (if required);
 - d. All punch list items noted during final inspection completed and reinspected by MPW.
 - e. Final asbuilt drawings approved.
10. MPW accepts New Service Fees.
11. Owner schedules water meter installation with MPW.
12. Backflow certification submitted to MPW.
13. C/O approved.

MPW does not approve a Building Permit for a service accessible property if it is a building that is served by a water/wastewater system extension which has not been accepted by SCDHEC for operation.

MPW reviews the information and ensures the building will meet all MPW requirements where applicable:

- f. Cross Connection Program
- g. Industrial Pretreatment Questionnaire
- h. Fats, Oils, and Grease Trap Program
- i. Other as requested

C. Existing Commercial Buildings

A commercial unit/space/building that is undergoing a change of ownership, but the services provided remain the same.

The following outlines procedures for receiving service for an Existing Commercial Building such as, but not limited to, Retail, General Office Space, Medical, Dental, Veterinary, Salon, Restaurant, and Recreational.

1. Submit a completed LOI form to MPW.
2. MPW reviews the information and ensures the building meets all MPW requirements where applicable:
 - e. Cross Connection Program
 - f. Industrial Pretreatment Questionnaire
 - g. Fats, Oils, and Grease (FOG) Program
 - h. Other as requested
3. Owner pays applicable fees to MPW Account Management.
4. Water and wastewater service is turned on.

<End Section>