

NOTICE TO ALL BUILDERS, DEVELOPERS, CONTRACTORS & HOMEOWNERS

Effective July 1, 2016, the Service Authority will change its policy concerning new construction water meters as follows:

CONSTRUCTION METER CHANGES:

- The Service Authority will no longer permit the use of jumpers in meter pits as a part of its process, but, upon request and approval, will permit the use of a construction meter.
- Prior to the Service Authority installing a construction meter, the builder/developer will be required to call (703) 335-8980, fax to (703) 335-8933 or e-mail to (utilityservices@pwcsa.org) to schedule an appointment with the Service Authority's designated representative to make sure the infrastructure is at a point that it can be placed in service. The Service Authority refers to this as "Beneficial Use Status". Once the inspector has assigned this status to the development and has issued a Beneficial Use Certificate, the builder/developer may start requesting construction meters.
- Construction meters will be installed by the Service Authority upon the request of the builder/developer, providing the meter box meets the minimum requirements in the Utility Standards Manual (USM).
- The builder/developer is responsible for any and all damages to the meter, meter crock and assembly until the final meter inspection is approved.
- Water used for the purpose of building construction, testing, irrigation, or washing exterior of homes, garage floors, driveways and sidewalks (power washing) must be from a metered connection (i.e. construction meter) with no exceptions. Use of a jumper for the purposes stated above is not permitted. Violation of this policy will result in an unauthorized usage charge and possible delays in setting of construction meters and/or final meter inspections.
- Model homes must have final inspection and meter set prior to use.
- Once installed, a construction meter must remain in its original location as it will ultimately become that location's final meter. Removal of the meter by anyone other than a Service Authority employee will result in an unauthorized usage charge and potential delays in future inspections.
- All consumption registering through a construction meter will be subject to the Service Authority's rates, fees, and charges billed on a monthly basis.

- Delinquent payments will be subject to the Service Authority's existing policies and may include removal of the construction meter.

CONSTRUCTION METER REQUEST:

- Construction meter installation requests may be made by either faxing the request to (703) 335-8933, calling the request line at (703) 335-8980 or e-mailing at (utilityservices@pwcsa.org). The Service Authority's goal is to set the construction meter within one (1) business day of the request; however, extenuating circumstances, such as inclement weather, scheduled holidays or high volume workloads may cause delays. There is a limit of 15 installs a day. Requests received will be honored on a first come, first serve basis. Calls received after 2:00 p.m. will be scheduled for the second business day.

GUIDELINES FOR CONSTRUCTION METER INSPECTION/INSTALLATION:

- A 10-foot radius around the meter crock must be graded so that it is within two-inches of the top of the meter lid and is not a safety hazard.
- The crock must be free of dirt, water, and debris.
- All materials must be in accordance with the water meter details shown in the USM. This includes the meter box, lid and all internal parts.
- All equipment must be serviceable.
- Orange construction fence or silt fence will be placed around the crock during the construction phase to protect it from construction traffic. The fence must be maintained throughout the construction phase of the lot until the final inspection is made.
- The meter box must be in its proper location (within one-foot of the property line) or as shown on the approved plans.
- There must be no visible leaks within the crock at the time of installation of the construction meter.
- Lot numbers or house numbers must be posted and visible from the street. (Spray painting lot numbers or house numbers on silt fence or house will not be accepted).
- The Service Authority reserves the rights to not install a construction meter if any of the aforementioned items are not met. Reinspection fees will be assessed after the first attempt of setting the construction meter and at each subsequent attempt thereafter.
- Once installed, the meter must remain in its original location. Removal of the meter by anyone other than a Service Authority employee will result in an unauthorized usage charge and likely delays in future inspections.

FINAL METER INSPECTION:

The Service Authority strongly recommends that the builder/developer plan ahead to avoid delays in this process.

- Final inspection requests may be made by telephone, fax or e-mail to the Engineering Division as previously stated in the construction meter request section. We recommend that the builder/developer call in the inspection request a **minimum** of five (5) working days prior to settlement. This will allow time to correct any deficiencies found during the final inspection.
- The Service Authority will make every effort to perform the final inspection within three (3) working days of the initial call.
- If a construction meter set was not performed prior to the final meter inspection, the inspector will install the meter providing the facilities pass all inspections.
- Once the final inspection is approved, the Service Authority will release the inspection report directly to the builder/developer.
- A failed inspection will be made if the builder/developer is not available when the Inspector shows up to do the inspection. Inspectors will **NOT** make phone calls prior to showing up on site for the inspection. Inspections will be made between the hours of 7:30am and 2:30pm
- There will be a mandatory 48-hour waiting period for reinspections.
- Reinspection fees will be assessed after the first inspection and at each subsequent attempt thereafter. Reinspection fees must be paid prior to the next inspection.

GUIDELINES FOR FINAL INSPECTION FOR OCCUPANCY:

Site Requirements

1. The yard must be at final grade, completely sodded or seeded providing a stabilization waiver has been paid (Please see stabilization waiver form on page 6). Site must be completely ready for occupancy.

Winter waivers issued by Prince William County are not recognized by the Service Authority.

1. The permanent address number must be posted on the structure (i.e. house or building).

Water Service Requirements

The meter box and assembly must be in accordance with the water meter details shown in the USM. This includes all materials and depth/spacing requirements. The following is an abbreviated list of items checked by the field inspector prior to granting final approval:

- a) The meter box frame and cover is set flush with grade and at the proper elevation. It must be an approved assembly; manufactures tabs on bottom of frame must sit inside the box as designed with frame sitting tightly on box.
- b) Alterations to the meter box are not permitted (i.e. cuts to permit pipe entry or changes to height of box).
- c) The meter box must be clear of water, debris, dirt and gravel (sand or stone dust is permitted but only in the bottom of the box). Under no circumstances is gravel permitted in or under the box.
- d) The meter box must be located within one-foot of the property line or as shown on the approved plans.
- e) The meter yoke and assembly must be centered and level in the box and set to the proper depth.
- f) The meter must be in the yoke assembly at the time of inspection to verify that angle valves are working properly and that there are no visible leaks.

Sanitary Sewer Lateral Requirements

The sanitary sewer lateral is inspected at the same time as the water service. It must be installed in accordance with the details shown in the USM. This includes all materials and grade requirements. The following is an abbreviated list of items checked by the field inspector prior to granting final approval:

- a) Flow through the lateral must be free from obstruction and standing water during the Closed Circuit Television (CCTV) inspection.
- b) Clean-outs, if required to meet Building Officials & Code Administrators National Plumbing (BOCA) requirements, will be cut off to grade so that a lawn mower can easily pass over it without causing damage to the cap.
- c) Adapters located in the yard must be glued to the stack and have a brass cap.
- d) Clean-outs subject to vehicle traffic must be protected as shown in the USM. Clean-out stack height must be adjusted to provide a minimum of one-inch clearance between the top of the clean out cap and the bottom of the 12-inch protector cover.
- e) #12 solid copper, green coated tracer wire must be accessible and complete at the house/building clean-out.
- f) For units served by grinder pumps, the following standards apply:
 - i. Low-pressure force main flushing stations must be set to grade within one-foot of the property line and in accordance with the USM.
 - ii. #12 solid copper green coated tracer wire must be accessible and complete.
 - iii. Flushing stations must be free of water and debris. All valves including the check valve will be in accordance with the USM.

- iv. Service contract agreement information must be clearly displayed on the face of the grinder pump alarm box.

PENALTIES: Violation of the above guidelines and procedures will result in unauthorized usage charges in accordance with prevailing rates but, more importantly, will likely result in delays to the developer/builder for the installation of the construction meter and/or final inspection.

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Service Authority

Division of Engineering & Planning
Samer S. Beidas, P.E., CCM, *Director*

NOTICE TO DEVELOPERS

PWCSA STABILIZATION WAIVER

EFFECTIVE NOVEMBER 15, 2014 THE SERVICE AUTHORITY WILL BEGIN A **VOLUNTARY** PROGRAM AUTHORIZING THE ISSUANCE OF THE "FINAL INSPECTION FOR OCCUPANCY" WITHOUT THE PERMANENT LOT STABILIZATION REQUIREMENT, BASED ON THE FOLLOWING:

- THE COMMERCIAL AND/OR RESIDENTIAL LOT HAS MET THE SERVICE AUTHORITY'S INSPECTION REQUIREMENTS FOR THE "FINAL INSPECTION FOR OCCUPANCY" WITH THE EXCEPTION OF PERMANENT LOT STABILIZATION (SOD OR GERMINATED GRASS SEED).
- THE LOT MUST BE FULLY SEEDED AND STRAWED. IN CASES OF INCLEMENT WEATHER WHERE IT IS NOT FEASIBLE TO ACHIEVE FINAL GRADE, THE SERVICE AUTHORITY STABILIZATION WAIVER WILL ALLOW FOR FINAL OCCUPANCY WITH TEMPORARY STABILIZATION AND ROUGH GRADE.
- A NON-REFUNDABLE FEE OF \$490.00 IS PAID TO THE SERVICE AUTHORITY PRIOR TO THE ISSUANCE OF THE "FINAL INSPECTION FOR OCCUPANCY."

THE STABILIZATION WAIVER PROGRAM IS AVAILABLE YEAR-ROUND AND IS VOLUNTARY.

****PLEASE NOTE:** LOTS WITH PERMANENT LOT STABILIZATION AND WHICH HAVE MET ALL THE REQUIREMENTS FOR THE ISSUANCE OF A "FINAL INSPECTION FOR OCCUPANCY" BY RECEIVING APPROVAL FROM A SERVICE AUTHORITY INSPECTOR DO NOT NEED A STABILIZATION WAIVER.

FOR MORE INFORMATION PLEASE CALL 703-335-7930