



## **Policies & Procedures for New Developments**

- Developer / Engineer shall submit a letter of intent and complete the Intent to Develop Form
- Request for fire flow
- Plans submitted with fire flow and demand calculator.
- Plans reviewed by BWS
- After plans are accepted by BWS letter of availability and capacity issued by BWS.
- Permit to construct received by BWS
- Pre-Construction Conference to include Developer, Engineer, Contractor & BWS representative.
- BWS will monitor and inspect construction (all wet taps must be authorized by BWS)
- Any live valve operations must be authorized by BWS.
- Pressure test must be witnessed by BWS technician. (All valves, hydrants, meter boxes may be tested / operated prior to pressure test and ensure the ability to locate water lines using tracer wire.)
- Sample testing must be authorized by BWS (may be witnessed by BWS technician) All flushing and valve operations must be authorized by BWS. Estimate of water used shall be reported to BWS.
- After receiving engineer reports / certifications on construction, pressure tests, sampling, as-built drawings, along with all necessary recorded easements, infrastructure deed and cost analysis, BWS will issue a letter of acceptance to DHEC.
- BWS will not presell water taps (meter tap fee) or issue receipt unless there is a tested, above ground double check in place.
- Fire hydrants will be flow tested by BWS technician.
- BWS will assume responsibility and operation of the project when the permit to operate has been received.
- Warranty will be for 1 year from permit to operate.
- Any changes or substituting of material or parts must be authorized by BWS in writing.

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**REVISED 9.21.21**