



St. Mary's County Metropolitan Commission

23121 Camden Way California, MD 20619
Tel. No. (301) 737-7400 — Fax No. (301) 737-7458

Construction Permit – Notice to Proceed Water Supply and/or Sewerage System Development

PART I: TO BE COMPLETED BY OWNER OR AGENT

1. Owner's Name _____ Telephone _____
2. Address _____
3. Development Name _____ 4. Type of Improvements: Residential / Commercial / Industrial
5. Tax Map # _____ 6. Block _____ 7. Parcel/Lot _____
8. Additional Property Information (optional) _____

I, _____ being the _____ of the property described
(Print Name) (owner, agent, etc.)

above, hereby request permission to provide water and/or sewerage service to the property described above. In consideration for the granting of this permit, I agree:

1. To furnish any additional information requested by MetCom relating to the proposed work, including but not limited to, Performance and Maintenance Bonds when necessary, and an As-Built survey.
2. To furnish MetCom with the name of its representative on the job and give at least 48 hrs notice prior to starting any work under this permit.
3. To notify Miss Utility (800-257-7777), 48 hours in advance of any excavation work under this permit.
4. To obey all provisions of all ordinances, regulations, specifications or direction set forth by MetCom.
5. To pay in advance review fees, inspection fees, etc., as assessed and requested by MetCom, as well as to pay the balance if the total inspection cost is more than the inspection fees initially collected.
6. To leave the water building service line and/or sewer building service line uncovered and to request an inspection by the County Plumbing Inspector forty-eight (48) hours before the line(s) are ready for connection to the Water or Sewerage system, and to maintain the water building service line and/or sewer building service line at no expense to MetCom.
7. To lay out and construct the system(s) to permit connection to the MetCom system as economically and conveniently as possible, and upon completion of the systems and approval and acceptance by MetCom, to deed the system, including all lines, structures and appurtenances with appropriate easements to MetCom.
8. To comply with all provisions as stated in the Public Works Agreement (if applicable).
9. See Page (3) relative security and bonding

Signed _____ Date _____

PART II: TO BE COMPLETED BY METROPOLITAN COMMISSION PERSONNEL

9. Sanitary Dist. _____ 10. No. EDUs; Date Granted _____

12. Application for Permit to:

- a. Single Residence Connection (No PWA)
- i. Water Service Tap (Y/N) _____
- ii. Sewer Service Tap (Y/N) _____ Grinder Pump? (Y/N) _____
- b. Commercial/Industrial Site Plan (No PWA – Cost Estimate Required to determine Inspection Fee Amount)
- i. Water (Y/N) _____
- ii. Sewer (Y/N) _____
- c. Water/Sewer Construction (PWA Required)
- i. Water (Y/N) _____
- ii. Sewer (Y/N) _____

17. Contractor/ Builder of Water System Name _____ Address _____

Contractor / Builder of Sewer System Name _____ Address _____

PART III: CONSTRUCTION PERMIT APPROVAL / NOTICE TO PROCEED

The above application for Construction Permit is hereby approved and Notice to Proceed has been granted.

MetCom Chief Engineer or Representative

Date: _____

Permit #: _____

This permit expires on* : _____

*Permit expiration coincides with the expiration of the approved construction plan or sketch plan

PART IV: COMPLIANCE, VIOLATION, PENALTIES AND EXCEPTIONS

A. Compliance

The Metropolitan Commission Standard Specifications are prepared, printed and distributed with every expectation and intention that they shall be complied with in all respects. The correctness of contract documents can be checked through the review process; however, materials and construction techniques can only be confirmed by observation and testing. This, therefore, requires that the Engineer, through his inspectors, observe the work as it progresses. In order to accomplish this, the Contractor is enjoined not to commence any work until he/she has given the Commission Engineering Department (phone number 301-373-4733) at least forty-eight (48) hours prior notice. At the time of this notice, the Contractor shall state the time and date he/she expects to start work. If this time or date should change, immediate notification of the Engineering Department must be made. Contractors are cautioned that contact must be made with Engineering Department personnel only, as relay of messages can be unreliable. Information concerning start of work will be recorded in a permanent ledger. If a particular job should stop for more than five (5) working days, the Developer/Contractor is required to re-contact the Commission concerning resumption of work. In the event of a conflict involving Federal, State, or local standards and/or specifications, the most stringent of those standards/specifications shall take precedence.

B. Violations

Past experience indicates that some Contractors have been remiss in areas as follows:

- 1. Failure to insure that a Construction or Connection Permit has been issued by this Commission prior to start of excavation. It is advisable that the Contractor "cite" the appropriate permit prior to start of work. If in doubt, call the Commission Engineering Department.*
- 2. Failure to notify the Engineer prior to start of work, or restart of work after five (5) day inactive period.*
- 3. Connection of building lines (house connections) to a water meter, curb stop, water main or clean out/sewer main/manhole/grinder pump without a permit.*
- 4. Covering project work without such work having been inspected by this Commission.*
- 5. Failure to securely plug exposed ends of newly laid pipe overnight, during weekends and other work interruption periods. Upon work resumption, all water and soil eroded to the trench bottom must be removed from the trench prior to plug removal from the pipe. Under no circumstances shall any liquid or solid matter be allowed to enter any pipe or associated component during construction.*
- 6. Opening of water valves by personnel other than licensed Commission water system operators is prohibited; except that Fire Department personnel may operate fire hydrant valves as required in performance of their duties.*
- 7. Only materials approved in this document or approved on the Construction Project Plan will be allowed. Any other materials must be approved by the Engineer using shop drawings. An approved set of shop drawings shall be on-site at all times during construction.*

C. Penalties

As a general rule, citations will be issued for any and all violations with specific penalties as follows:

- 1. Violation of B.1. above will result in issue of a "Stop Work Order" and uncovering of all pipe and structures already covered, this at the Contractor's expense. In addition, the Owner/Developer will be issued a citation, with a maximum fine of two hundred dollars (\$200.00). Work shall not thereafter proceed until the appropriate permit is issued.*
- 2. Violation of B.2. above will require uncovering of all work at Contractor's expense.*
- 3. Violation of B.3. is considered to be a prima-facie evidence of intent to defraud. In such cases, both the property owner and the Contractor shall be held accountable. The Contractor can protect himself by "citing" the Connection Permit as issued by this Commission.*

4. *Violation of B.4. most commonly occurs when sewer or water service connection are tapped into existing water and sewer mains and manholes. If work is covered prior to inspection, it shall be uncovered at the Contractor's expense as scheduled by the Engineer. In addition, the Contractor will be issued a citation with the assessment of one hundred (\$100.00) dollar fine.*
5. *Violation of B.5. above will result in a "Stop Work Order" until all affected pipes and components are thoroughly cleaned. In addition, the Contractor will be issued a citation with a maximum fine of five hundred (\$500.00) dollars.*
6. *Violation of B.6. above will result in an official citation and a maximum fine of five hundred (\$500.00) dollars. Additional charges shall be levied to cover the cost of lost water.*

D. Public Works Agreement (PWA)

All water and/or sewer infrastructure to be dedicated to public use must have a PWA and bonding. The PWA must be fully executed prior to the following:

1. *Approval of a subdivision of the property.*
2. *Notice to proceed for construction of the proposed infrastructure.*

E. Bonding

All water and/or sewer infrastructure to be dedicated to public use, including all connections within a SHA ROW (with or without a PWA), must be bonded as follows:

1. *Off-site water and/or sewer infrastructure shall be included in an Engineer's Cost Estimate and approved with the Site Plan or sketch plan by the MetCom Chief Engineer.*
2. *The amount of bonding and the infrastructure inspection fee are based on the approved Engineer's Cost Estimate.*
3. *A Performance and Maintenance Bond are required with a PWA. The Performance Bond shall be reduced to a Maintenance Bond for a period of 18-months upon acceptance of the water and/or sewer infrastructure. Acceptable forms of bonding are as follows:*
 - a. *Surety bond shall not have an expiration date.*
 - b. *Bank letter of credit to be good for two-years and automatically renewable.*
 - c. *Cash bond will be deposited in a secure account.*
4. *A nominal bond is required when a PWA is not required for off-site water and/or sewer utility work. The bonding shall be returned/refunded to the applicant upon completion of construction and acceptance of the work by MetCom. Acceptable forms of bonding are as follows:*
 - a. *Surety bond shall not have an expiration date.*
 - b. *Bank letter of credit to be good for two-years and automatically renewable.*
 - c. *Cash bond will be deposited in a secure account.*