



*Please remove and recycle these instructions prior to mailing to the approving agency.*

## INSTRUCTIONS FOR COMPLETING AND SUBMITTING PUBLIC WATER SUPPLY PERMIT APPLICATION

### GENERAL INSTRUCTIONS

The following instructions are designed to assist the applicant in completing the Public Water Supply Permit Application. The Public Water Supply Permit Application is to be completed in conjunction with the appropriate modules and the Department-wide General Information Permit Application, and must be accompanied by a design engineer's report and appropriate plans and specifications. **Perhaps the most important document in a public water supply permit application is the design engineer's report.** The engineer's report ties the application together, provides the technical basis of design and explains how the system is proposed to operate. Each permit application should be able to "stand on its own" and the engineer's report is the primary document that accomplishes this. It is far more than a place to include calculations and report sample results.

### SECTION A – APPLICANT IDENTIFIER

Applicants must provide the full name that would be used on official documents by the water system.

### SECTION B – PROJECT INVENTORY

The initial question refers to the above named water system providing water to the public for human consumption. Human consumption includes the activities of drinking, bathing, showering, cooking, dishwashing, and maintaining oral hygiene. This question is to be answered "yes" for bottled and vended water systems, retail water facilities, or bulk water hauling systems.

**Proposed Activity** – Applicant must specify what type of activity or activities the project will involve. Modification implies alteration to an existing permitted system.

**Proposed Source Type** – Applicant must specify what type of water source or sources the project will use. If available, the name of the source should be provided.

**Proposed Facilities** – Applicant must specify what type of facility or facilities the project will include. If the project involves a facility that is not included on the application list, it should be specified in the space identified as "Other".

### SECTION C – CERTIFICATION AND SIGNATURES

**Responsible Official** – The water system person responsible for completing this permit application must provide his/her name, title, and postal mailing address, and must sign and date the application.

**AFFIDAVIT** – The completed permit application must be notarized by a notary public.

**Design Engineer** – The engineer responsible for designing the project must be registered as a professional engineer (P.E.) in the state of Pennsylvania. The engineer must provide his/her name, employer or employment name, postal mailing address, and daytime telephone number. The design engineer must also sign and date the application, as well as affix their embossed P.E. seal to the permit application in the space provided.

**FEE** – A permit fee payable to the "*Commonwealth of Pennsylvania*" must accompany the application. The amount of the fee may vary according to the proposed activities, and can be obtained from either DEP regulations in Chapter 109, or from the appropriate DEP regional office.

The applicant should be aware of the possibility of interaction with local or county health departments, depending on the health department and the type of water system facilities. Regional DEP staff can refer the applicant to the appropriate health department.

### SECTION D – WHERE TO FILE

The completed application should be sent to the DEP regional office or county health department having jurisdiction in your area. A listing of regional office addresses and phone numbers are listed on the next page.