1. Submit Water/Wastewater Availability request, including a description of project and sketch plan, to BJWSA Engineering Department. 
   *BJWSA will process within 5 business days.*

2. Submit design package (two sets of drawings and two sets of design considerations) to BJWSA Engineering Department. 
   *BJWSA Design Review Team reviews plans once weekly; allow two weeks for processing.*

3. Revise and resubmit plans, if necessary. 
   *When plans approved, BJWSA sends correspondence to Developer/Contractor’s Engineer with quote of fees, permitting requirements, etc.*

4. Make payment of Project Fees and Capacity Fees to Project Coordinator. 
   *BJWSA will review and submit the construction permit application to DHEC, if applicable.*

5. Contact BJWSA Project Engineer to schedule pre-construction meeting, once all permits (DHEC, DOT, Etc.) are approved.

6. Submit two sets of revised construction drawings and material submittals 48 hours prior to pre-construction meeting. 
   *BJWSA holds pre-construction meeting.*

7. Start construction.

8. Submit as-built record drawings and request final walk through inspection to BJWSA Field Inspector. 
   *BJWSA conducts final walk through inspection and any required follow-up.*

9. Schedule flushing, pressure testing, pump station startup, etc.

10. Complete final inspection punch list. 
    *Re-inspection by BJWSA.*

11. To obtain operating permits from DHEC and acceptance of the system by BJWSA, submit closeout documents to BJWSA Project Coordinator.

12. Contact our Customer Service Department for a quote of fees associated with residential connections or the Engineering Department for Commercial connections.