

UTILITY ALTERATION/CONNECTION PERMIT INSTRUCTIONS

All questions must be answered for Section I General Information and applicable subsequent utility sections. DO NOT LEAVE BLANKS. If a question is not applicable, indicate it on the application. The following are instructions for the questions on the permit application.

SECTION I – GENERAL INFORMATION

- 1) Enter the name of the requester, which is the entity having responsibility for the proposed utility work (i.e. Prime Contractor - ABC Contracting LLC, PWD PC – Electric Shop, and etc.).
- 2) Enter the name and phone number of the requester.
- 3) Enter the building number and name affecting proposed utility work or specific location.
- 4) Check the categories that correspond to the majority of the work. Abandonment of utilities should be considered demolition. Check all that apply.
- 5) Check each utility being altered, added, or upgraded. For each utility checked, complete the appropriate section in the application.
- 6) Indicate the entity performing the construction or responsible for the administration of the construction contract.
- 7) Indicate the project title. Enter the construction contract number or job order number that identifies the construction project. Enter NAVFAC XXXXXX, and/or design activity drawing number. Indicate the type of drawing. Attach all existing design drawings or sketches showing proposed work to the utility systems. Indicate if specifications and design calculations are included.
 - a) If specification and design calculations are not included provide reason and/or justification for not providing requested documentation.
- 8) Enter the name of the organization, a point of contact, and a phone number for the party responsible for the design of the proposed work.
 - a) Provide the qualifications of the designer for Section II, Part A & B of the permit application. If professional engineer, enter the license number and state of issuance. If contractor, entire the license number and state of issuance.
 - b) Provide the qualifications of the designer for Section II, Part C of the permit application. If professional engineer, enter the license number and state of issuance. If contractor, entire the license number and state of issuance.
 - c) Provide the qualifications of the designer for Section III of the permit application. If professional engineer, enter the license number and state of issuance. If contractor, entire the license number and state of issuance.

- d) Provide the qualifications of the designer for Section IV of the permit application. If professional engineer, enter the license number and state of issuance. If contractor, enter the license number and state of issuance.
- 9) Enter the name, job title, application submission date, phone number and signature of the government individual responsible for the application.
- 10) Completed by Utilities Branch.
- 11) Completed by Utilities Branch.

Additional Information and Requirements:

- a) Submission of application to the Utility Branch should occur as soon as practical; a minimum of 30 calendar days prior to the commencement of construction is required.
- b) Standard project submissions the permit application and supporting document review to be performed within 10 working days after receipt. Complex and large projects that require extensive review and coordination with outside entities may take up to 30 calendar days.
- c) Deviations from the approved permit will require an amendment of the permit application. This includes items that include but not limited to field modification, revised designs and administrative changes related to utilities. Failure to follow the amendment process may result in the utility service not being placed into operation and removal and replacement of the deviation.
- d) Each application shall include the final design / construction drawings, specifications and any other relevant project exhibits and/or sketches that shall follow the applicable standards of appropriate local, state and federal regulations.
- e) Work request for pre-connection inspection with Utilities Branch to be conducted after trenching and layout is completed, but before the proposed service has been connected. Notify and schedule Utilities Branch field support a minimum of 10 working days prior to utility connection.
- f) In-place abandonment of Utility Energy Management Product Line-owned assets will not be allowed. Complete removal of demolished utilities to be taken off-base.
- g) Applicable latest edition publications and successive references for the electrical system includes but not limited to National Electrical Safety Code (NESC), UFC 3-501-01, 3-540-08, 3-550-01, 3-550-07, and 3-560-1.
- h) Overhead electric construction shall be in accordance with NESC Grade B construction. Transformers and Switchgear cabinets shall be 304L stainless steel. Enclosures shall be NEMA R4X. Fused cut-outs shall be polymer and stainless steel. Fuses shall be Type KS.
- i) Applicable latest edition publications and successive references for water system includes but not limited to UFC 3-230-01, 3-230-02 and 3-230-03.
- j) Applicable latest edition publications and successive references for wastewater system includes but not limited to UFC 3-240-01, 3-240-02 and 3-240-13FN.

SECTION II – WATER

Part A – Potable / Irrigation Water Service(s)

- 1) Enter the number of:
 - a) Existing domestic or irrigation water service connections removed from the Utilities and Energy Management Product Line-owned water distribution system involved in the proposed work.
 - b) New domestic or irrigation water service connections added to the Utilities and Energy Management Product Line-owned water distribution system involved in the proposed work.
- 2) Indicate the following:
 - a) Type/Method of Connection(s) to the water distribution system (i.e. Hot-Tap, Saddle/Sleeve Tap, Cut-In Tee and etc.). A representative of the Utilities Branch must be present to witness the connection as a condition of the permit approval.
 - b) Provide method, procedure or standard used for testing connection and newly installed service line.
 - c) Size(s) of the water pipe connected to the water distribution system.
 - d) Type(s) of water pipe material connected to the water distribution system (i.e. ductile iron, PVC, copper and etc.).
 - e) Class of water pipe connected to the water distribution system (i.e. Class 150, Class 250, Schedule 40, Schedule 80 and etc.).
 - f) Design capacity for all new domestic water service(s) connected to Utilities and Energy Management Product Line-owned water lines.
 - g) The design pressure for all new domestic water service(s) connected to Utilities and Energy Management Product Line-owned water lines.
 - h) Size(s) of the water meter to be installed.
 - i) Type(s) of water meter to be installed (i.e. positive displacement, turbine, dual flow and etc.).
 - j) Indicate whether or not a backflow prevention device is to be installed. Provide a reason or justification that it is not being installed in the proposed work.
- 3) Provide description of work and/or additional information.

General Information: Test results and specific information for installed meter(s) and backflow prevention device(s) that includes make and model to be provided to the Utilities Branch prior to placing the service line into operation and obtaining beneficial occupancy.

Part B – Water Main(s)

- 1) Enter the linear feet of:
 - a) Existing water mains removed from the Utilities and Energy Management Product Line-owned water distribution system in the proposed work.
 - b) New water mains added the Utilities and Energy Management Product Line-owned water distribution system in the proposed work.
- 2) Enter the number of:
 - a) Existing water valve(s) removed from the Utilities and Energy Management Product Line-owned water distribution system in the proposed work.
 - b) New water valve(s) added to the Utilities and Energy Management Product Line-owned water distribution system in the proposed work.
- 3) Indicate the following:
 - a) Type/Method of Connection(s) to the water distribution system (i.e. Hot-Tap, Saddle/Sleeve Tap, Restrained Coupling and etc.). A representative of the Utilities Branch must be present to witness the connection as a condition of the permit approval.
 - b) Provide method, procedure or standard used for testing connection and newly installed main line.
 - c) Size(s) of the water pipe connected to the water distribution system.
 - d) Type(s) of water pipe material connected to the water distribution system (i.e. ductile iron, PVC, copper and etc.).
 - e) Class of water pipe connected to the water distribution system (i.e. Class 150, Class 250, Schedule 40, Schedule 80 and etc.).
 - f) Design capacity for new water main(s) in gallons per minute.
 - g) Design pressure for new water main(s) in pounds per square inch.
- 4) Provide description of work and/or additional information.

Part C – Fire Protection (High Pressure/Non-Potable)

- 1) Enter the number of:
 - a) Existing fire protection (high pressure/non-potable) water connections removed from the Utilities and Energy Management Product Line-owned water distribution system involved in the proposed work.
 - b) New fire protection (high pressure/non-potable) water connections added to the Utilities and Energy Management Product Line-owned water distribution system involved in the proposed work.
- 2) Indicate the following:
 - a) Type/Method of Connection(s) to the water distribution system (i.e. Hot-Tap, Saddle/Sleeve Tap, Cut-In Tee and etc.). A representative of the Utilities Branch must be present to witness the connection as a condition of the permit approval.
 - b) Provide method, procedure or standard used for testing connection and newly installed service and/or main line.
 - c) Size(s) of the water pipe connected to the water distribution system.
 - d) Type(s) of water pipe material connected to the water distribution system (i.e. ductile iron, PVC, copper and etc.).
 - e) Class of water pipe connected to the water distribution system (i.e. Class 150, Class 250, Schedule 40, Schedule 80 and etc.).
 - f) Design capacity for all new domestic water service service(s) connected to into Utilities and Energy Management Product Line-owned water lines.
 - g) Design pressure for all new domestic water service(s) connected to Utilities and Energy Management Product Line-owned water lines.
 - h) Size(s) of the water meter to be installed.
 - i) Type(s) of water meter to be installed (i.e. positive displacement, turbine, dual flow and etc.).
 - j) Indicate whether or not a backflow prevention device is to be installed.
- 3) Provide description of work and/or additional information.

General Information: Test results and specific information installed meter(s) and backflow prevention device(s) that includes make and model to be provided to the Utilities Branch prior to placing the service line into operation and obtaining beneficial occupancy.

SECTION III – SANITARY SEWER

Part A – Sanitary Sewer Lateral(s)

- 1) Enter the number of:
 - a) Existing sanitary sewer laterals removed from the Utilities and Energy Management Product Line-owned sanitary sewer collection system involved in the proposed work.
 - b) New sanitary sewer laterals added to the Utilities and Energy Management Product Line-owned sanitary sewer collection system involved in the proposed work.
- 2) Indicate the following:
 - a) Type/Method of Connection(s) to the sanitary sewer collection system (i.e. Saddle/Sleeve Tap, Cut-In Tee and etc.). A representative of the Utilities Branch must be present to witness the connection as a condition of the permit approval.
 - b) Size(s) of the sanitary sewer pipe connected to the sanitary sewer collection system.
 - c) Type(s) of sanitary sewer pipe material connected to the sanitary sewer collection system (i.e. ductile iron, PVC).
 - d) Class or schedule of sewer pipe connected to the sanitary sewer collection system (i.e. DR 35, DR 18, SDR 35, SDR 21 and etc.).
 - e) Design capacity for all new sewer laterals connected to Utilities and Energy Management Product Line-owned sanitary sewer collection system.
- 3) Check all that apply:
 - a) Building types that will be served by the proposed sanitary sewer connections. If there is a building type that applies and is not listed, check "Other" and indicate type of building.
 - b) Choices that may discharge to the sanitary sewer through the proposed connections. If none of these apply, check "N/A".
- 4) Provide description of work and/or additional information.

Part B – Sanitary Sewer Main(s)

- 1) Enter the linear feet of:
 - a) Sanitary sewer main removed from the Utilities and Energy Management Product Line-owned sanitary sewer system in the proposed work.
 - b) Sanitary sewer main added to the Utilities and Energy Management Product Line-owned sanitary sewer system in the proposed work.
- 2) Enter the number of:
 - a) Sanitary sewer manholes removed from the Utilities and Energy Management Product Line-owned sanitary sewer system in the proposed work.
 - b) Sanitary sewer manholes added to the Utilities and Energy Management Product Line-owned sanitary sewer system in the proposed work.
- 3) Indicate the following:
 - a) Type/Method of Connection(s) to the sanitary sewer collection system (i.e. Dog House Manhole, Core Existing Manhole and etc.). A representative of the Utilities Branch must be present to witness the connection as a condition of the permit approval.
 - b) Provide method, procedure or standard used for testing connection and newly installed main line.
 - c) Size(s) of the sanitary sewer pipe connected to the sanitary sewer collection system.
 - d) Type(s) of sanitary sewer pipe material connected to the sanitary sewer collection system (e.g. ductile iron, PVC).
 - e) Class or schedule of sewer pipe connected to the sanitary sewer collection system (i.e. DR 35, DR 18, SDR 35, SDR 21 and etc.).
 - f) Design capacity for all new sewer main(s) connected to Utilities and Energy Management Product Line-owned sanitary sewer collection system
- 4) Provide description of work and/or additional information.

General: Test results to be provided to the Utilities Branch prior to placing the service line into operation and obtaining beneficial occupancy

Part C – Sanitary Sewer Pump Station(s) and Force Main(s)

- 1) Enter the number of:
 - a) Sanitary sewer pump station(s) removed from the Utilities and Energy Management Product Line-owned sanitary sewer system in the proposed work.
 - b) Sanitary sewer pump station(s) added to the Utilities and Energy Management Product Line-owned sanitary sewer system in the proposed work.
- 2) Enter the linear feet of:
 - a) Sanitary sewer force main(s) removed from the Utilities and Energy Management Product Line-owned sanitary sewer system in the proposed work.
 - b) Sanitary sewer force main(s) added to the Utilities and Energy Management Product Line-owned sanitary sewer system in the proposed work.
- 3) Indicate the following:
 - a) Number of pumps at each pump station (i.e. simplex, duplex, or triplex station).
 - b) Pump size (horsepower).
 - c) Design maximum flow (gallons per day)
 - d) Design minimum flow (gallons per day)
 - e) Design average flow (gallons per day)
 - f) Operating conditions (Total Dynamic Head in gallons per minute at liquid feet)
 - g) Wet Well material (i.e. Fiberglass, Concrete and etc.)
 - h) Wet Well dimensions (i.e. 6 ft diameter at 12 ft depth)
 - i) Emergency Pump-Out Connection. If no, provide an explanation.
- 4) Indicate the following:
 - a) Type/Method of Connection(s) to the sanitary sewer collection system (i.e. Dog House Manhole, Core Existing Manhole, Saddle Tap, Cut-In Tee and etc.). A representative of the Utilities Branch must be present to witness the connection as a condition of the permit approval.
 - b) Provide method, procedure or standard used for testing connection and newly installed force main line.
 - c) Size(s) of the sanitary sewer force main pipe connected to the sanitary sewer collection system.
 - d) Type(s) of sanitary sewer pipe material connected to the sanitary sewer collection system (i.e. ductile iron, PVC).

- e) Class or schedule of sewer pipe connected to the sanitary sewer collection system (i.e. DR 35, DR 18, SDR 35, SDR 21 and etc.).

5) Provide description of work and/or additional information.

General: Test results and specific information for the installed pumps that includes make, model, horsepower and control panel data to be provided to the Utilities Branch prior to placing the service line into operation and obtaining beneficial occupancy.

SECTION IV – ELECTRIC

Part A – Secondary Electric

- 1) Enter the number of:
 - a) Existing secondary electric connection(s) removed from the Utilities and Energy Management Product Line-owned electrical system in the proposed work.
 - b) New secondary electric connection(s) added to the Utilities and Energy Management Product Line-owned in the proposed work.
- 2) Indicate the following:
 - a) Type/Method of Connection(s) to the primary electrical distribution system (i.e. secondary side of transformer, hot line clamp on utility pole, junction box and etc.). A representative of the Utilities Branch must be present to witness or perform the connection as a condition of the permit approval
 - b) Secondary voltage for proposed work.
 - c) Wire type and conductor gauge.
 - d) Type of electric meter to be installed (i.e. AMI, watt-hour, transformer rated, self-contained and etc.).
 - e) If connecting to a transformer, indicate if a load study has been performed on the proposed transformer that will have the increased load. If yes, provide a copy of the study that contains existing load data and new facility design data. If no, indicate when the study will be completed, permit approval cannot be provided until information is received.
- 3) Provide description of work and/or additional information.

Part B – Primary Electrical

- 1) Enter the number of:
 - a) Existing utility poles removed from the Utilities and Energy Management Product Line-owned in the proposed work.
 - b) New utility poles added to the Utilities and Energy Management Product Line-owned in the proposed work.
 - c) Existing transformers removed from the Utilities and Energy Management Product Line-owned in the proposed work.
 - d) New electrical transformers added to the Utilities and Energy Management Product Line-owned in the proposed work.
- 2) Indicate the following:
 - a) Type/Method of Connection(s) to the primary electrical distribution system (i.e. transformer, overhead line tap, switchgear, sectionalizing cabinet and etc.). A representative of the Utilities Branch must be present to witness or perform the connection as a condition of the permit approval.
 - b) System Voltage.
 - c) Design load.
 - d) Wire type, conductor gauge and phase(s).
 - e) Connection details (i.e. 200A load-break elbows, riser with pothead termination and stir-up tap and etc.).
- 3) Provide fuse specific data.
 - a) Type (i.e. fuse cut-out, solid bar and etc.)
 - b) Material (i.e. silicone, porcelain and etc.)
 - c) Voltage rating
 - d) Continuous / Interrupting current.
 - e) Voltage Insulation Strength.
 - f) Indicate if fuse coordination analyses with upstream and downstream fusing has been performed. If yes, provide a copy of the analyses. If no, indicate when the analyses will be completed, permit approval cannot be provided until information is received
- 4) Provide transformer specific data.
 - a) Type (i.e. pad mount, pole mount, unit station and etc.).
 - b) Size / Rating.
 - c) Voltage and Configuration.

d) Phase(s).

5) Provide description of work and/or additional information.

Part C – Generators

- 1) Enter the number of:
 - a) Existing generators removed in the proposed work.
 - b) New generators installed in the proposed work.
- 2) Enter the number of:
 - a) Size / Rating (kVA).
 - b) Voltage.
 - c) Design / Required Load
 - d) Switch Type (check if either automatic or manual)