



# Water & Sewer Approval Form For Commercial Building Renovations

- ✧ This form must be submitted to the Water & Sewer Planning & Engineering Dept. and approved prior to submitting for a Building Permit. ✧
- ✧ Submit your Water & Sewer Approval Form via fax (912) 650-7839, via email to [behret@savannahga.gov](mailto:behret@savannahga.gov) or in person at 702 Stiles Ave. ✧
- ✧ Contact Water & Sewer Planning & Engineering at (912) 651-6573 for assistance. ✧
- ✧ A copy of this signed approved form must be included with your Commercial Building Renovation Building Permit Submittal to Development Services. ✧

- Exhibit 3 – Sizing and Selection of Water Meters and Exhibit 7 – Equivalent Residential Unit (ERU) Calculation (and supporting information) are required if the project proposes a change in building use or an increase in water use (including a proposed landscape irrigation system).
- Exhibit 5 – Fire System and Back Flow Prevention Devices is required for all submittals.

## Proposed Project

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Project Address: \_\_\_\_\_ PIN: \_\_\_\_\_  
 Applicant: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

## Current / Prior Use and Proposed Use of Existing Building

Current and/or Prior Use of the Building: \_\_\_\_\_  
 Proposed Use of the Building: \_\_\_\_\_

## Water & Wastewater Fees

Water & Wastewater fees, if required for the project, are determined using Exhibit 7. Fee payments are made at the offices of the Water & Sewer Planning & Engineering Dept. (702 Stiles Ave.) by check or money order payable to “The City of Savannah”. **Fees must be paid prior to receiving Certificate of Occupancy/Certificate of Completion.**

## Water Meter

A City-approved water meter must be provided on every water service line (except fire). Water meters 8” or smaller must be purchased from the City. Existing water meters may need to be upgraded or replaced.

- Does the building have an existing water meter?     Yes    No
- Is this a master meter that will serve multiple units?    Yes    No    No Existing Meter
- Will the new use require a new water meter?     Yes    No

- If yes, provide the standard construction detail(s).

Meter fee payments are made at the offices of the Water & Sewer Planning & Engineering Dept. (702 Stiles Ave.). Payment shall be by check or money order payable to “The City of Savannah”. Meters may be picked up at the Meter Shop (704 Stiles Ave) **after payment of meter fee.**

## Fire Sprinkler System

- Does the building have an existing fire sprinkler system?     Yes    No
- Is a new or expanded fire sprinkler system proposed for the new use?    Yes    No
- If yes, provide plans, specifications, and hydraulic calculations for subject sprinkler system to include tie-in and approved backflow prevention device in accordance with the City of Savannah specifications. A Site Development Permit may be required.

## Landscape Irrigation System

- Is a landscape irrigation system proposed for the new use?     Yes    No
- If yes, provide plans, specifications, and hydraulic calculations for subject irrigation system to include tie-in, approved backflow prevention device and water meter in accordance with the City of Savannah specifications. A Site Development Permit may be required.

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### Backflow Prevention Device (BFP)

**Does the building have an existing Backflow Prevention Device?**       Yes    No

- If yes, request a free inspection of the existing BFP by contacting the City of Savannah Water & Sewer Planning & Engineering Dept. If the use of the building has changed, the device may need to be upgraded or replaced.
- If no, a new backflow prevention device must be provided on every water service line. Contact the City of Savannah Water & Sewer Planning & Engineering Dept. for assistance with the selection of a new BFP. Provide the construction details for the installation of a new BFP on any unprotected line(s).

**Has the existing BFP been tested in the past year by a Georgia certified BFP tester?**    Yes    No    No BFP

- If unsure, contact the City of Savannah Water & Sewer Planning & Engineering Dept. to verify that the City has an up-to-date (tested within one year) Backflow Certificate on file.
- If no, the BFP will need to be tested as part of the project by a Georgia Certified Backflow Tester with a copy of the certification provided to the City.
- If existing BFP is not operating properly, the owner shall hire a Georgia licensed utility contractor or licensed plumber to repair or replace the BFP, and have the BFP retested by a Georgia Certified Backflow Tester.

### Pre-Treatment Devices (Grease Interceptor (Trap), Oil / Water Separator, or Sand Trap)

Grease Interceptors are required for food service establishments (e.g. restaurant and coffee shop). Oil / Water Separators are required for facilities discharging wastewater containing oil or any petroleum product (e.g. garages and manufacturing). Sand Interceptors (Traps) are required at facilities with sand or any heavy solid in the wastewater discharge (e.g. car wash).

**Does the proposed use require any Pre-Treatment Device(s)?**    Yes    No

**Indicate type of required Pre-Treatment Device(s):**    Grease Interceptor    Oil/Water Separator    Sand Trap

**Does the building have an existing Pre-Treatment Device?**       Yes    No

- If Yes, is it:       Inside    Outside      Volume: \_\_\_\_\_

If a new pre-treatment device is required, contact the Water & Sewer Planning & Engineering Dept. for sizing & location requirements. If the device is proposed to be located outside of the building, provide a scaled sketch plan showing the sewer lateral and the location, size, and details of the device. A Site Development Permit may be required.

### Exhibits & Documents included with this Submittal

Check all the below items that are included in this Water & Sewer Approval submittal:

- |  |  |
|--|--|
| <input type="checkbox"/> Exhibit 3 – Sizing & Selection of Water Meters            | <input type="checkbox"/> Fire Sprinkler System Hydraulic Calculations    |
| <input type="checkbox"/> Exhibit 5 – Fire System & Backflow Prevention Devices     | <input type="checkbox"/> Site Plan showing Pre-Treatment Device(s)       |
| <input type="checkbox"/> Exhibit 7 – Equivalent Residential Unit (ERU) Calculation | <input type="checkbox"/> Irrigation System Plans, Specifications & Calcs |

### Applicant Certification

I hereby certify that I am the owner or authorized agent of the commercial building being proposed for renovation, and that I have answered all of the questions contained herein and know the same to be true and correct. I understand that any permit issued, based upon false information or misrepresentation provided by the applicant, will be null and void and subject to penalty as provided by law and ordinance.

I understand that based on the responses provided on this form, a site development permit could be required.

\_\_\_\_\_  
**Printed Name of Applicant (Not Company Name)**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

#### FOR OFFICE USE ONLY

<input type="checkbox"/> Approved	<input type="checkbox"/> Revisions Needed	<input type="checkbox"/> Site Development Permit Required
WSPE Reviewer: _____	Signature: _____	Date: _____