



**Water & Sewer Approval Form  
For Commercial Building Renovations**

Does the proposed project require new connection(s) - Fire and/or Domestic service(s) - to the City of Savannah water and/or sewer main?  Yes  No If "YES," a Site Development Permit shall be required. Please submit Full Site Plans prepared and stamped by a professional engineer registered in the State of Georgia to Mr. Tim Welter at Development Services via this link: <https://etrac.savannahga.gov/>. Also, notify Mr. Welter via email [TWelter@savannahga.gov](mailto:TWelter@savannahga.gov) that this has been done. For questions, his contact telephone number is (912) 651-6510 ext. 1877. If "No", please proceed with the completion of this form.

- ✧ 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 email to [behret@savannahga.gov](mailto:behret@savannahga.gov) or in person at 20 Interchange Drive. ✧
- ✧ 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) is 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: \_\_\_\_\_

**Description of Work**

Complete Description of Work: \_\_\_\_\_  
 \_\_\_\_\_

**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. (20 Interchange Dr.) 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). A site permit may be required; this will be determined in an SPR meeting.

Meter fee payments are made at the offices of the Water & Sewer Planning & Engineering Dept. (20 Interchange Dr.). Payment shall be by check or money order payable to "The City of Savannah". Meters may be picked up at the Meter Shop (14 Interchange Drive) **after payment of meter fee.**

## 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.

## 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 restaurants and food service establishments. Oil / Water Separators are required where oily and flammable liquids may discharge into sanitary sewers. Sand traps are required for car washes.

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:

- Exhibit 3 – Sizing & Selection of Water Meters
- Exhibit 5 – Fire System & Backflow Prevention Devices
- Exhibit 7 – Equivalent Residential Unit (ERU) Calculation
- Site Plan showing Pre-Treatment Device(s)
- 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

Approved  Revisions Needed  Site Development Permit Required  
WSPE Reviewer: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_