

JOHNSON COUNTY WASTEWATER
Commercial Sewer Permit Checklist

Project: _____

Address: _____

Items 1, 2 and 3 are required for JCW to initiate the permit review process.

- _____ 1. **Application.** Submit completed Johnson County Wastewater (JCW) Sanitary Sewer Commercial Permit Application.
- _____ 2. **One complete set of project plans** including: complete building plans (architectural, plumbing (with riser diagrams), structural and foundation drawings), complete civil site plans and landscape plans. Please see the JCW Commercial Permit Plan Requirements document for JCW permit site plan drawing requirements.
- _____ 3. **Draft Final Plat (or other lot revision instrument), if applicable.** A copy is required if site will be platted or re-platted (or the existing lot is otherwise to be revised) for this project. Please note that update of the lot shown on JCW's as-built drawings for the sewer mains is also required for all lot revisions. Please contact the engineering company that prepared the as-built drawings to coordinate and submit the revised as-built drawings and a copy of the plat (or other lot revision instrument) to JCW's As-built Department.

- _____ 4. **Letter of Representation.** Executed original from the Building Owner.
- _____ 5. **GREASE INTERCEPTOR LETTER** from Johnson County Environmental Department (JCED), 913-715-6900, for facilities with any type of food or beverage preparation area. Grease interceptor size, location and all associated exterior piping must be indicated on the JCW permit site plan. Please also see the JCW Standard Grease Interceptor Detail to be included on the JCW permit site plan.
- _____ 6. **PROHIBITED DISCHARGE STATEMENT.** Executed original from the building owner or tenant is required for all projects that include areas with potential sources of prohibited discharges.
- _____ 7. **Completed WASH BAY APPLICATION**, associated calculations and all information as required in the Wash Bay Application. Required for all types of wash bays including single wash bays, multiple bay car washes, etc.
- _____ 8. **Completed SWIMMING POOL APPLICATION**, associated calculations, and all information as required in the Swimming Pool Application. Required for all public swimming pools.

Applications, checklists, forms, details and a JCW permit site plan example are available in the Forms section at www.jcw.org.

JCW approval of all items noted above is required prior to permit issuance. JCW will provide written notification when the permit is ready for issuance. **REMINDER: JCW sewer permit issuance is required for City building permit issuance.**