

**Virginia Department of Environmental Quality**  
**APPLICATION for CERTIFICATE TO CONSTRUCT (CTC)**  
**For Municipal Sewage Collection, Treatment, and/or Reclamation Systems**

See Instructions. Do not submit plans and specifications. Submit 1 copy of this form with all attachments. Form will expand as you enter information.

Project Title: (as it appears on plans)	
P.E. Seal Date on Cover:	
Specifications Title and Date:	
Location of Project:	County/City:
Receiving Wastewater Collection System(s):	
Receiving Sewage Treatment Plant(s)/Reclamation System:	
<b>PROJECT OWNER:</b>	<b>PROJECT ENGINEER</b>
Owner Contact Name:	Name:
Title:	Company Name:
Address:	Address:
Phone:	Phone:
Email:	Email:
Owner Signature and date:	

**For Sewage Treatment Works and Sewage Collection Systems:**

**Attach** Project Description

**Attach** Letter(s) of Acceptance from Receiving Facility/Utility for sewage collection system projects

**Attach** Reliability Class: (1) For Pump Stations attach Reliability Class Worksheet. (2) For Sewage Treatment Plants note the Reliability Class rating from the VPDES or VPA permit and method of meeting reliability classification requirements.

For a sewage treatment plant project, provide the VPDES or VPA permit number: \_\_\_\_\_

Design Sewage Flow (Sewage Plant): (a) average daily flow (MGD): \_\_\_\_\_ (b) peak daily flow (MGD): \_\_\_\_\_

Design Sewage Flow (Pump Station): (a) average daily flow (MGD): \_\_\_\_\_ (b) peak hour flow (MGD): \_\_\_\_\_

Please check the appropriate components of your project:

- |                                   |                          |   |                          |
|-----------------------------------|--------------------------|---|--------------------------|
| Gravity and/or Vacuum Sewer ..... | <input type="checkbox"/> | New Sewage Treatment Plant.....                       | <input type="checkbox"/> |
| Pump Station(s).....              | <input type="checkbox"/> | Modification of Existing Sewage Treatment Plant ..... | <input type="checkbox"/> |
| Force Main(s) .....               | <input type="checkbox"/> | Expansion of Existing Sewage Treatment Plant .....    | <input type="checkbox"/> |

**For Reclamation or Satellite Reclamation System, Attach Page 2:** Page 2 Attached? Yes  No

*The following statement must be signed and sealed by the Virginia licensed design engineer:*

**"As discussed in 9 VAC 25-790-240.C., the referenced design documents are in substantial compliance with Part III - Manual of Practice For Sewerage Systems and Treatment Works, of the Sewage Collection and Treatment Regulations (9 VAC 25-790-310 et seq.)"**

\_\_\_\_\_  
**Licensed Design Engineer's Signature and original seal (signed and dated)**

**Design exceptions and justifications are attached in accordance with 9 VAC 25-790-240.C.**

*For DEQ use only:*

In accordance with the *Code of Virginia* 1950, as amended, Title 62.1, Section 62.1-44.19, this form, signed by the appropriate DEQ representative, constitutes your Certificate to Construct. This Certificate is valid for a period of five years from the date of issuance. Other permits and authorizations may be necessary. Please contact your Regional DEQ Office if you have any questions.

\_\_\_\_\_  
 Name Signature Date CTC PTL Number

*Department of Environmental Quality Authorized Representative*

**Note: Once the project is complete, an application for a Certificate to Operate must be submitted to the appropriate DEQ Regional office.**

**ATTACH THIS PAGE IF THE PROJECT INCLUDES A RECLAMATION SYSTEM AT A TREATMENT FACILITY OR A SATELLITE RECLAMATION SYSTEM**

Please check the appropriate answers for your project:

Level 1 Reclaimed Water Produced.....       Level 2 Reclaimed Water Produced.....

Water Reclamation System..... New ..... Expansion ..... Modification   
Satellite Water Reclamation System..... New ..... Expansion ..... Modification

Design Flow of Reclamation System: (a) average daily flow (MGD): \_\_\_\_\_ (b) peak hour flow (MGD): \_\_\_\_\_

**Attach** Project Description

**Attach** Letter(s) of Acceptance from Receiving Facility/Utility for satellite reclamation projects

Reliability Class of reclamation system (from VPDES or VPA permit or administrative authorization): \_\_\_\_\_

**Attach** description of measures in place to meet reliability classification requirements

Facility VPDES/VPA Permit modified to include reclamation and reuse? Yes  No  If no, obtain permit modification or administrative authorization before proceeding.

.....  
**The following statement must be signed and sealed by the Virginia licensed design engineer:**

**“The referenced design documents adhere to the minimum design standards found in the Water Reclamation and Reuse Regulation (9 VAC 25-740) for the given treatment level of reclaimed water”.**

\_\_\_\_\_  
*Licensed Design Engineer’s Signature and original seal (signed and dated)*

*Note: If subject project is a municipal water reclamation and reuse project, BOTH certification statements must be signed by the engineer and submitted to the appropriate DEQ Regional Office.*

**SUBMIT 1 ORIGINAL OF THE APPLICATION WITH ORIGINAL SIGNATURES AND ALL ATTACHMENTS**