

Virginia Department of Environmental Quality
INSTRUCTIONS TO APPLICANTS for a CERTIFICATE TO CONSTRUCT
Municipal Sewage Collection, Treatment, and/or Reclamation Projects
Sewage Collection and Treatment Regulations 9 VAC 25-790
Water Reclamation and Reuse Regulation 9 VAC 25-740

WHO MUST APPLY FOR A CERTIFICATE TO CONSTRUCT (CTC)?

The Sewage Collection and Treatment (SCAT) Regulations at 9VAC25-790-50 and 60 define who must apply for a CTC. In general, all new or expanded sewage treatment plant projects; major modifications of sewage treatment plants (if an engineer is needed, a CTC is needed); gravity sewer projects with average day design flows over 40,000 gpd; pump stations/force mains to gravity sewers with average day design flows >2000 gpd; pump stations/force main to pressurized systems; and vacuum systems must apply for a CTC. Repair/replacement projects where the capacity and/or function is not changed do NOT require a CTC, but may require a modification to the facility's Operation and Maintenance Manual (O&M) to note the new equipment.

The Water Reclamation and Reuse Regulation 9VAC25-740-120 defines who must apply for a CTC when water reclamation and reuse is involved. In general, all new or expanded municipal sewage treatment plant projects and modifications of sewage treatment plants to incorporate water reclamation and/or reuse and satellite reclamation systems that reclaim wastewater must apply for a CTC. *The Water Reclamation and Reuse Regulations DO NOT require a CTC for a water reclamation/reuse distribution system project including pump stations and force mains.*

PLANS AND SPECIFICATIONS:

The submittal of design documents (plans, specifications, and design calculations) are not required under this abbreviated process. However, the owner is not relieved from complying with the requirements of other divisions of DEQ, which may require the submittal of design documents such as for VRLF loan project approvals or VWP permits. Please check with the other divisions or regional offices as applicable for their submittal requirements.

DESIGN-BUILD OR PRIVATE-PUBLIC (PPEA) PROJECTS:

These projects are designed to start construction ahead of final plans and specification development. In order to obtain a CTC to start construction, the owner/engineer may opt to obtain a CTC based on a Final Engineering Report (FER) in lieu of plans and specifications. See [DEQ Guidance Memo 07-2011](#) for details on how to develop a FER. If a FER is used, please note the title of the FER in the block for 'project title' and note the specifications as "NA."

PROJECTS FUNDED BY A DEQ WATER QUALITY IMPROVEMENT FUND (WQIF) GRANT:

WQIF-funded projects are not eligible for this abbreviated CTC application process. Please contact the DEQ Office of Clean Water Financing and Assistance Programs for details on how to secure CTC approval for WQIF projects.

WHEN SHOULD YOU APPLY FOR THE CTC?

If the project is for a new or expanded sewage treatment plant, the VPDES/VPA permit must be obtained or modified to reflect the new design flow and permit limits prior to applying for the CTC. If the project is for a new or expanded municipal sewage treatment plant with wastewater reclamation or reuse or for a new or expanded satellite reclamation system, the VPDES/VPA permit must be obtained or modified to reflect the new design flow and reclaimed water requirements prior to applying for the CTC. For some reuse projects, an administrative authorization may be issued instead of a modification to the permit.

All CTC applications should be submitted at least 30 days prior to the desired start of construction, but after the design documents are complete. *Do not submit the design documents.* Submit only the information required by this form.

WHERE DO YOU SUBMIT THE APPLICATION?

All applications for CTCs are to be sent to the attention of the Water Permit Manager in the appropriate DEQ Regional office. DEQ Regional boundary and contact information may be found via the following website: <https://www.deq.virginia.gov/get-involved/about-us/contact-us>.

FORM COMPLETION:

Please note that the form will expand as you enter the information. Provide attachments as necessary. **Provide one copy of the form and all attachments with original seals and signatures on both.** Do NOT submit the plans, specifications, or design calculations.

- Project Title: Copy the title exactly as it appears on the cover sheet of the plans. Include the P.E. seal date from the cover so that the approved set is accurately identified. Do the same for the specifications.
- Project Location: Give a brief description of the project location or attach a map. Identify the County or City in which the project is located.

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- Receiving Wastewater Collection System(s): For collection and conveyance sewer and pump station projects, only. Identify the owner of the sewer collection and conveyance system(s) that will receive the project's wastewaters. Not applicable if the project owner also owns or operates the downstream sewage treatment plant or reclamation system.
- Receiving Sewage Treatment Plant(s)/Reclamation System: For all projects. Identify the owner of the sewage treatment plant(s) or reclamation system that will treat the received wastewaters.
- Project Owner: Provide the name and contact information of the owner taking *compliance responsibility for the CTC*. An owner signature, and date of signature, is required. Approved CTCs will be issued to the project owner.
 - For a municipality, state, federal, or other public agency, the application must be signed by either a principal executive officer or ranking elected official. A principal executive officer of a federal agency includes: (i) the chief executive officer of the agency, or (ii) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency;
 - For a corporation, the application must be signed by a responsible corporate officer. A responsible corporate officer means: (i) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy-making or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions that govern the operation of the regulated facility, including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
 - For a partnership or sole proprietorship, the application must be signed by a general partner or the proprietor, respectively.
- Project Engineer: Provide name and contact information for the licensed project design engineer and name of the engineering firm. The Project Engineer must hold licensure as a Professional Engineer, in good standing, in the Commonwealth of Virginia.
- Project Description - attach the following information:
 - 1) For Gravity Sewers: Length and sizes of pipe, number of manholes, material of construction, etc.
 - 2) For Pump Stations/Force Main: Number of pumps, pump rating (gpm at X TDH), force main size and length
 - 3) For Sewage Treatment Plants: Provide a description of the purpose of the upgrade (expand capacity, meet a compliance schedule, etc.); where applicable list the permit limits and/or pollutant concentrations that serve as the basis of the design; provide a list of the project components. A permit with the desired effluent design flow must be effective. The average daily design flow of the project **MUST** match the permitted flow listed on the effluent limits page of the permit. The design must support meeting the effluent limits in the permit. For sewage treatment plant projects in the Chesapeake Bay Watershed that have a nutrient wasteload allocation, the project description must include the design nutrient concentrations for Total Nitrogen and Total Phosphorus.
- Letter(s) of Acceptance: For projects that will discharge to a collection system, treatment works, reclamation system, or satellite reclamation system owned by someone other than the owner of the subject project, verification of acceptance of the flows for transmission and treatment from all the downstream owner(s) must be received prior to DEQ issuing the CTC.
- Reliability Class:
 - (1) For Pump Stations: Utilize the Reliability Class Worksheet to determine the Reliability Class of the station and attach to the CTC application.
 - (2) For Sewage Treatment Plants, the Reliability Class is designated in the VPDES or VPA permit, except for general permits. Attach what measures are, or will be, in place for meeting the reliability class requirements. *Note: For <1000 gpd domestic discharges permitted under the VPDES general permits, there is no reliability rating.*
- Provide VPDES or VPA permit number for all existing or proposed sewage treatment plants: If the permit has not been issued or modified to reflect the desired design flow, the CTC will not be issued.

SUBMIT ONE ORIGINAL OF ALL INFORMATION.

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- Design Sewage Flow: This is the expected average daily flow on which the design is based. For a sewage treatment plant, the design flow **must** match the permitted design flow in the associated VPDES or VPA permit. Also, provide the peak day flow for sewage treatment plants and the peak hour flow for pump stations.
- Check the components of your project (multiple selections are allowed).
- Engineer's Certification Statement Signature: Projects will no longer be reviewed by DEQ for compliance with the design requirements of the Sewage Collection and Treatment (SCAT) Regulations. It shall be the responsibility of a licensed professional engineer in the Commonwealth of Virginia to certify that the design adheres to the design requirements of the SCAT Regulations.
- Design Exceptions: Check this box if the submitted design differs from any SCAT Part III regulatory criteria or additional DEQ requirements, but the design engineer believes to be in substantial compliance with those requirements. For exceptions to the SCAT regulations, issues are to be itemized and justified on a separate attachment to the CTC application form, in accordance with 9 VAC 25-790 240.C.

Signing the certification statement does not relieve the engineer from complying with any other applicable codes, regulations, orders, or guidelines.

RECLAMATION OR SATELLITE RECLAMATION SYSTEMS ONLY:

Check the Page 1 box "Yes" and attach page 2.

- Check the intended Level 1 or Level 2 treatment design standard for the reclaimed water to be produced by the reclamation system.
- Check the appropriate reclamation system project type (New, Expansion, Modification)
- Provide the average daily and peak hour design flows of the reclamation system, in units of million gallons per day (MGD). The design flow of the reclamation system must match the permitted design flow in the VPDES or VPA permit or the administrative authorization.
- Attach a brief narrative Project Description, to include the purpose of the project and unit processes.
- Letter of Acceptance: For Satellite Reclamation System projects that will discharge to a collection system or treatment works owned by someone other than the owner of the subject project, verification of acceptance of the flows for transmission and treatment from all the downstream owner(s) must be received prior to DEQ issuing the CTC.
- Reliability Class: For Water Reclamation Systems and Satellite Reclamation Systems, the Reliability Class is designated in the VPDES or VPA permit or administrative authorization for the reclamation system. Attach what measures are or will be in place for meeting the reliability class requirements.
- Verify that the VPDES or VPA permit has been modified to include the reclamation/reuse activity, or an administrative authorization has been obtained.
- Engineer's Certification Statement Signature: Projects will not be reviewed by DEQ for compliance with the design requirements of the Water Reclamation and Reuse Regulation. It shall be the responsibility of a licensed professional engineer, in good standing in the Commonwealth of Virginia, to certify that the design adheres to the design requirements of the Water Reclamation and Reuse Regulations. Signing the certification statement does not relieve the engineer from complying with any other applicable codes, regulations, orders, or guidelines. Note: for Reclamation System projects, design engineer certification signatures are required on both page 1 and page 2 of the CTC application form.

DESIGN REQUIREMENTS:

Refer to the [Sewage Collection and Treatment Regulations \(9VAC25-790\)](#) and the [Water Reclamation and Reuse Regulations \(9VAC25-740\)](#) for specific Virginia design requirements and standards.

FORM APPROVAL:

Once signed by DEQ, the form with supporting documentation will constitute your Certificate to Construct.

SUBMIT ONE ORIGINAL OF ALL INFORMATION.