

**Department of Environmental Quality**  
**INSTRUCTIONS TO APPLICANTS for a CERTIFICATE TO CONSTRUCT for an Industrial Reuse Project**  
**Under the Water Reclamation and Reuse Regulation 9 VAC 25-740**

- > Who must apply for a Certificate to Construct (CTC)?  
The Water Reclamation and Reuse Regulation 9 VAC 25-740-120 defines who must apply for a CTC when water reclamation and reuse is involved. In general, all new or expanded industrial wastewater treatment plant reclamation systems that reclaim industrial wastewater must apply for a CTC unless the use is excluded under section 9 VAC 25740-50.A. The Water Reclamation and Reuse Regulations DO NOT require a CTC for a reclaimed water distribution system project including pump stations and force mains.
- DO NOT submit design documents (plans, specifications, and design calculations). Just submit the application form and the required attachments.
- > When should you apply for the CTC?  
If the project involves the new construction, expansion, or modification of a reclamation system of industrial wastewater that is not excluded under 9VAC25-740-50.A of the Water Reclamation and Reuse Regulation, the VPDES/VPA permit (or administrative authorization) must be obtained or modified to reflect the new design flow and reuse conditions prior to applying for the CTC. 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. See <https://www.deq.virginia.gov/get-involved/about-us/contact-us> for contact information and regional boundaries.
- > Form Information: 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.
  - Name of Industrial Reclamation System: Identify the name of the industrial reclamation system.
  - Project Owner and Engineer: Provide the name and contact information of the owner who is to receive the CTC. Provide name and contact information for the licensed project design engineer and name of the engineering firm. An owner signature is required.
  - Project Description - attach the following information:  
Provide a description of the purpose of the new construction or upgrade (e.g. expand capacity, add water reclamation and reuse, meet a compliance schedule, etc.); where applicable, list the reclaimed water permit limits and/or pollutant concentrations that serve as the basis of the design; and provide a list of the project components. The permit must specify the desired reclaimed water design flow of the water reclamation system. The average daily design flow of the reclamation systems **MUST** match the permitted reclaimed water design shown on the reclaimed water limits page of the permit. The design must support meeting the reclaimed water limits in the permit.
  - Reliability Class for Industrial Water Reclamation System: The reclamation system may have Class I Reliability or no classification at all. The reliability classification is designated in the VPDES or VPA permit or the administrative authorization. Attach what measures are or will be in place for meeting the reliability classification requirement.
  - Design Flow: This is the expected average daily flow on which the design of the Water Reclamation Facility is based. For the permitted water reclamation activity the design flow must match the designated design flow on the reclaimed water limits page of the associated VPDES or VPA permit.
  - VPDES or VPA permit number for the existing or proposed Industrial WWTP or Water Reclamation System. If the permit has not been issued or modified to reflect the desired design flow or an administrative authorization has not been issued, the CTC will not be issued.
  - Check the type of appropriate components of the project and the intended quality Level of the reclaimed water.
- > 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 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.

- > DEQ Signature: Once signed by DEQ, the form with supporting documentation will constitute your Certificate to Construct.
- > The *Water Reclamation and Reuse Regulations* may be found at <https://law.lis.virginia.gov/admincode/title9/agency25/chapter740/>. Please refer to the regulations for design information.

Applicant checklist (not to be submitted to DEQ)

Item	Provided?		Notes
	Yes	NA	
Project Title with Date (plans and specs)	<input type="checkbox"/>	<input type="checkbox"/>	Specifications may be on the plans so not all projects have separate specs
Project Location	<input type="checkbox"/>		Must have City/County
System Identified	<input type="checkbox"/>		Must have
Contact Information	<input type="checkbox"/>		Must have
Project Description Attached	<input type="checkbox"/>		Must have
Reliability Rating	<input type="checkbox"/>	<input type="checkbox"/>	Supply rating and statement of how meeting the rating
Design Flow	<input type="checkbox"/>		Must have for water reclamation activity
Project Components checked	<input type="checkbox"/>		Must have
VPDES/VPA Permit Referenced	<input type="checkbox"/>	<input type="checkbox"/>	Must have unless administratively authorized
Professional Engineer original signature, date, and seal on form	<input type="checkbox"/>		Must have