

**Department of Environmental Quality**  
**INSTRUCTIONS TO APPLICANTS for a CERTIFICATE TO OPERATE**  
**Under the Sewage Collection and Treatment Regulations 9 VAC 25-790 and/or the**  
**Water Reclamation and Reuse Regulation 9 VAC 25-740**

- > Who must apply for a Certificate to Construct (CTO)?  
If you received a Certificate to Construct from DEQ, then you must apply for a Certificate to Operate.
  
- > When should you apply for the CTO?  
Both the *Sewage Collection and Treatment Regulations* and the *Water Reclamation and Reuse Regulation* require that a statement of completion, signed by a licensed professional engineer who has inspected the construction, be submitted. Signing the certification statement on the CTO application form will suffice for the statement of completion. The certifying engineer must verify that all components are installed in accordance with the approved plans and specifications. An application for a CTO is not to be submitted unless the site has power, all systems have been checked for proper operation, and all alarm and monitoring systems are operating properly. The CTO request must be submitted at least 30 days prior to the desired operation start date.  
  
For upgrade projects at pump stations and sewage treatment plants, it is acknowledged that pieces of the project may have to come online prior to the completion of the entire project. For sewage treatment plant upgrades, the CTO will trigger the issuance of the new DMR from DEQ permits.
  
- > Where do you submit the application?  
All applications for CTOs 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.**
  - 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.
  - Receiving Systems: Identify the owner of the receiving wastewater collection system(s) and the sewage treatment plant(s) that will convey and treat the sewage, if applicable.
  - Project Owner and Engineer: Provide the name and contact information of the owner who is to receive the CTO. Provide name and contact information for the licensed project design engineer and name of the engineering firm. An owner signature is required.
  - PTL number: Each CTC that is issued has a reference number associated with it. For older projects issued a letter type CTC, the PTL number is found in the header of the letter. For newer projects that submitted the abbreviated application form, the CTC PTL number is found next to the DEQ signature line. If one project has multiple PTL numbers due to change order or addendum submittals, include all PTL numbers.
  - Original CTC: Please attach a copy of the original CTC if issued prior to November 9, 2008. Any deficient submittals required by the CTC must be submitted with the CTO application. If one project has multiple CTCs due to change order or addendum submittals, include all CTCs related to the project.
  - Design Sewage Flow: This is the 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 or reclamation systems.
  - VPDES/VPA Permit: The permit must be in effect prior to the issuance of the CTO for a sewage treatment plant project. Provide the permit number. In cases where a new discharge monitoring report (DMR) is needed, check the box.
  - Reliability Class: Mark the appropriate reliability class for pump stations, sewage treatment plant projects, and reclamation systems.
  
- > Engineer's Statement of Completion Signature: Projects will no longer be inspected by DEQ for compliance with the approved design documents. A Virginia licensed professional engineer must provide sufficient inspections and sign the statement of completion certifying that the project has been completed in substantial conformance with the approved design documents.

SUBMIT ONE SET OF ALL INFORMATION WITH ORIGINAL SEALS AND SIGNATURES  
3/19/2024

There are two options provided for the Statement of Completion. One is under the *Sewage Collection and Treatment Regulations* and the other is under the *Water Reclamation and Reuse Regulation*. Check the appropriate statement and provide the engineer's seal and signature appropriately. Municipal reclamation projects will require that BOTH statement be signed and sealed. Industrial reclamation system projects will only require the second statement be signed and sealed.

- > DEQ Signature: Once signed by DEQ, the form will constitute your Certificate to Operate.
- > The *Sewage Collection and Treatment Regulations* may be found at <https://law.lis.virginia.gov/admincode/title9/agency25/chapter790/>. The *Water Reclamation and Reuse Regulation* may be found at <https://law.lis.virginia.gov/admincode/title9/agency25/chapter740/>. Please refer to the regulations for design information.
- > O&M Manuals: The VPDES or VPA permit will govern the submittal of new or revised operation and maintenance manuals for sewage treatment plants. For pump stations, these manuals will no longer be reviewed by DEQ. However, owners of pump stations are required to maintain an up to date O&M manual for their pump station and to maintain and operate the station in accordance with that manual.

Applicant Checklist (do not submit to DEQ)

Item	Provided?		Notes
	Yes	NA	
Project Title with Date (plans and specs)			Specifications may be on the plans so not all projects have separate specs
Project Location			Must have City/County
Receiving Systems Identified			Not applicable if this project owner owns the downstream collection and treatment
Contact Information			Must have
PTL Number from CTC			Must have to verify issuance of CTC
Copy of CTC letters			For older CTCs, a letter form CTC is issued. It must be attached.
Design Sewage Flows			Must have
VPDES/VPA Permit Referenced			Must have for sewage treatment plants and reclamation systems
DMR Needed			If project is for a sewage treatment plant that will have new limits as a result of this project, mark yes so that Water Permit staff can issue a new DMR.
Reliability Classification			Mark for pump stations, sewage treatment plants, and reclamation systems
Professional Engineer signature, date, and seal	<input type="checkbox"/>	<input type="checkbox"/>	Must have and the correct statement(s) marked and signed