

**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.

**Attach** septage treatment capability notification for new or expanded publicly owned treatment works (POTWs) per § 15.2-2123.

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 .....	New Sewage Treatment Plant.....
Pump Station(s).....	Modification of Existing Sewage Treatment Plant .....
Force Main(s) .....	Expansion of Existing Sewage Treatment Plant .....

**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.**

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*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 _____
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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.

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**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**