

Department of Environmental Quality
INSTRUCTIONS TO APPLICANTS for a CERTIFICATE TO CONSTRUCT for a
Municipal Sewage Collection, Treatment, and/or Reclamation Project
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 (CTC)?
9 VAC 25-790-50 and 60 define who must apply for a CTC under the Sewage Collection and Treatment Regulations. 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 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 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.

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.

For Design Build or Private-Public (PPEA) projects only: 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 an FER is used, please note the title of the FER in the block for 'project title' and note the specifications as NA. (Guidance Memo 07-2011 listed under guidance documents on www.deq.virginia.gov/wastewater)

If this is a project funded by DEQ WQIF grant funds, this abbreviated process is not available. Please see www.deq.virginia.gov/wastewater for details on how to apply for a CTC for these 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. See <https://www.deq.virginia.gov/get-involved/about-deq/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.**

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- 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.

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- 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 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:
 - 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 concentration for N and P.
- 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. The Worksheet is found at <http://www.deq.virginia.gov/wastewater> . (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.
- Septage Treatment Capability Notification: § 15.2-2123 of the Code of Virginia outlines requirements for publicly owned treatment works to have the capability to treat the septage from all onsite sewage disposal systems, which are not adequately served by another disposal site, located in the area of the locality or a combination of two or more localities to be served by treatment works. This notification may provide justification for any limits on the amount of septage the treatment works is designed to accept, as allowed by the Code of Virginia. The notification must be received prior to DEQ issuing the CTC.
- 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.
- 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.
- 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. For exceptions to the SCAT regulations, issues are to be itemized and justified on an 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

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- Check the intended Level of treatment for the reclamation system
- Check the type of reclamation system
- Provide the design flow of the reclamation system. The design flow of the reclamation system must match the permitted design flow in the VPDES or VPA permit or the administrative authorization.
- Project Description
Attach a brief description of 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.

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- 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 that 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 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 *Sewage Collection and Treatment Regulations* may be found at www.deq.virginia.gov/wastewater under regulations. The *Water Reclamation and Reuse Regulation* may be found at <http://www.deq.virginia.gov/vpa/waterreuse.html>. 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)	☐	☐	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
Project Description(s) Attached	☐	☐	Must have
Letter(s) of Acceptance	☐	☐	Must have for pump stations, collection systems, and satellite reclamation systems
Reliability Classification	☐	☐	Supply classification and statement of how meeting the requirements of classification. For Pump stations, attach Reliability Class Worksheet
Design Sewage Flows	☐	☐	Must have
Project Components checked	☐	☐	Must have
VPDES/VPA Permit Referenced	☐	☐	Must have for sewage treatment plants, reclamation systems, and satellite reclamation systems unless administrative authorization obtained for reclamation activity (Chesapeake Bay Watershed projects with nutrient wasteload allocations must have design N & P concentrations identified in the Project Description.)
Septage Acceptance Capability Notification Sent	☐	☐	Must have. See § 15.2-2123 for more information.
Professional Engineer original signature, date, and seal on form	☐	☐	Must have BOTH statements signed for a Reuse project
Design exceptions noted?	☐	☐	If yes, mark check box on form and attach summary of exceptions

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