

## **REQUEST TO CONSTRUCT, MODIFY FILTRATION FACILITIES**

Description: Prior to the construction of new or modification of filtration facilities, approval must be secured from the Westchester County Department of Health.

Applicable Codes: Part 5, Subpart 5-1 Section 5-1.22 of the New York State Sanitary Code and Chapter 873, Article VII, Section 873.707.1 of the Laws of Westchester County.

Fees: Chapter 873, Article XXI of the Laws of Westchester County.

Submittal: The submittal shall be forwarded to the Westchester County Department of Health, 145 Huguenot Street, 7<sup>th</sup> Floor, New Rochelle, NY 10801, Attention: Program Administrator. When requesting Approval of Plan for a project pursuant to the above provisions, the following list serves as minimum filing requirements:

- (1) One (1) original Form DOH-348 with all items completed. This form must be dated and bear the original signature of the applicant.
- (2) One (1) original Engineer's Report bearing the original signature and seal of a Professional Engineer licensed and registered in the State of New York. The Engineer's Report must provide a narrative of the scope, discuss/indicate compliance with the applicable sections of the "Recommended Standards for Water Works", provide details and specifications of the project and be forwarded with copies of the supplier's records indicating existing average and maximum daily water demand in the project area along with an evaluation of projected future average and maximum daily water demands in the project area.
- (3) A minimum of three (3) sets of construction plans (one (1) set of plans will be retained by the Department) that are prepared by a Professional Engineer licensed and registered in the State of New York. These plans must bear the professional's original signature and seal, be prepared pursuant to Title VIII Article 145, Section 7209 of the New York State Education Law and signed by the Municipal Engineer when applicable.
  - (A) Plan Contents:
    1. Location Map
    2. Plan and elevation views of the project denoting all applicable appurtenances.
    3. Provide specifications of the equipment and piping including dimensions, materials of construction, make, model and/or capacity where applicable.

4. All other applicable specifications can be provided in a specification book which bears the original seal and original signature of the Professional Engineer licensed and registered in the State of New York.

# **ISSUANCE OF COMPLETED WORKS APPROVAL FOR FILTRATION FACILITIES**

**Description:** Prior to the activation of new or modified filtration facilities, approval must be secured from the Westchester County Department of Health.

**Applicable Codes:** Part 5, Subpart 5-1 Section 5-1.22 of the New York State Sanitary Code and Chapter 873, Article VII, Section 873.707.5 of the Laws of Westchester County.

**Fees:** Chapter 873, Article XXI of the Laws of Westchester County.

**Submittal:** The submittal shall be forwarded to the Westchester County Department of Health, 145 Huguenot Street, 7<sup>th</sup> Floor, New Rochelle, NY 10801, Attention: Project Reviewer. When requesting Approval of Works pursuant to the above provisions, the following list serves as minimum filing requirements:

- (1) A minimum of two (2) sets of “As-Built” plans, (one (1) set being retained by the Department) bearing the original signature and seal of the construction supervising Professional Engineer licensed and registered in the State of New York. This plan must reflect any changes from the original approved plan by “Bubbling” these changes. Note: All deviation from the original plan approval must have received approval from this Department.
- (2) That the construction supervising Professional Engineer licensed and registered in the State of New York provides a Certification Letter bearing the professional’s original seal and signature which will be forwarded with the “As-Built” plans. This letter shall provide a statement that the undersigned has supervised or witnessed the construction, and that there are no construction changes from the original Departmental approval. In the event that construction changes do exist and have received prior Departmental approval, this letter must reflect such changes.