



# PLANS AND SPECIFICATIONS SUBMITTAL PACKET

DEPARTMENT OF ENVIRONMENTAL QUALITY  
DIVISION OF MUNICIPAL FACILITIES  
SFN 62132 (12-2024)

For Department Use Only  
Date Received

Project ID Number

Submittal Complete

Project Name		
Is this an SRF project?	<input type="checkbox"/> Yes <input type="checkbox"/> No	SRF Number
Project Address		
City/County	State	ZIP Code
OR		
Section	Township	Range
OR		
Latitude	Longitude	

Project Description		
Public Water System Name		
Is this a new Public Water System?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, does the project include a drinking water source or treatment change?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If the project receives water or wastewater service from another system, have "will serve" letters been included?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Registered Engineer Name		ND Login <sup>1</sup>	
Phone Number	Extension	Email Address	
Engineering Firm Name			
Mailing Address			
City		State	ZIP Code
Is this project exempt from engineer requirements based on North Dakota Century Code Section 48-01.2-02.1? If yes, please attach a copy of the project's estimate of cost			<input type="checkbox"/> Yes <input type="checkbox"/> No

Project Owner Name		ND Login <sup>1</sup>	
Responsible Party		Title	
Mailing Address			
City		State	ZIP Code
Phone Number	Extension	Email Address	

Management Company (if different from Project Owner)			
Responsible Party		Title	
Mailing Address			
City		State	ZIP Code
Phone Number	Extension	Email Address	

<sup>1</sup> The ND Login is an optional field. Providing this information will allow us to set up the individuals as users in SRF Tracker at [srf.deq.nd.gov](http://srf.deq.nd.gov). This can be used to monitor progress of the plan review, access contact information for the reviewer, and receive electronic copies of documents.

### Submittal Check List

	Cover / Transmittal Page
	Complete Submittal Packet
	Three (3) copies of the final/"For Construction" Plans, At least one set of plans must be 11" x 17" in size with every page sealed and signed by a Professional Engineer registered in North Dakota. Original signatures are not required.
	Three (3) copies of the Specifications, sealed and signed by a Professional Engineer registered in North Dakota
	Three (3) copies of any Addenda, sealed and signed by a Professional Engineer registered in North Dakota
	Three (3) copies of the Design Report, sealed and signed by a Professional Engineer registered in North Dakota (if applicable – see "Submittal Instructions")
	"Will Serve" letter from the water and/or wastewater provider, if the owner of the project is not a municipality or the provider
	Project's estimate of cost (if applicable – see "Submittal Instructions")

The Division of Municipal Facilities is responsible for approval, prior to construction, of all water supply and wastewater projects in North Dakota for systems serving 25 or more people. This includes any publicly- or privately-owned system that serves or may serve this number of people. Privately-owned systems may include businesses, campgrounds, commercial facilities, crew camps, mobile home parks, recreational vehicle parks, and subdivisions. Systems serving less than 25 people must still comply with applicable local and other state requirements.

Please note that the design engineer may need to be utilized to provide construction inspection services. The Division of Municipal Facilities does not provide construction inspection and may include the following proviso as part of the approval requirements:

- Upon construction completion, you, or an authorized representative of your firm, shall provide written certification to this office that the construction was completed in accordance with the approved plans and specifications.

Projects must continue to comply with state law and rule requirements. Accordingly, plans, specifications, and any design reports for all projects not exempt under state law must be prepared by a North Dakota registered professional engineer and be appropriately stamped and signed.

**\*\* THE DEPARTMENT RESERVES THE RIGHT TO REQUEST ADDITIONAL INFORMATION \*\***

**\*\*NO APPLICATION WILL BE ACCEPTED UNLESS FULLY COMPLETED\*\***

**\*\*NO CONSTRUCTION IS TO BEGIN UNTIL PLANS ARE APPROVED\*\***

### Submittal Instructions

APPLICANT: only complete those portions of the form that apply to your project. For example, if submitting only a water line, you do not need to provide information on the sewer system and vice versa.

1. Project Name – must be the same as on the engineered plans. The Project ID number will be assigned by NDDEQ upon submittal. If this is an SRF project, fill in the SRF project number.

- a. Project Address – physical location of the project, actual physical address, or Section, Township and Range, or Latitude/Longitude as applicable
  - b. City and ZIP Code – of actual project location, if applicable or nearest city
  - c. Project Description – type of project, type of development, population, etc. Be as detailed as possible in the space provided or attach and extra page if needed
2. System Information – Is this a new system or is the project connecting to an existing water or wastewater system? A new system can be a stand alone system or a development connected to an existing system but with a master meter for the entire development.
- a. Public Water System Name – who will own and operate the potable water system within the development
  - b. Wastewater System Name – who will own and operate the sewage collection and treatment systems within the development
3. Name of Registered Engineer Working on the Project - registered engineer who is the contact person for the project and who signed/sealed the plans/specs. This will be the Engineer of Record.
4. Project Owner / Responsible Party - MUST be a person with fiduciary responsibilities associated with the Project or Company

Note on Design Reports: Design reports must explain the basis of design, design criteria used, and justification of design. The size and complexity of the report depends on the size and complexity of the project. For example, a simple water line extension may only need a paragraph explaining the situation. However, a new mobile home park with its own water and wastewater systems would require a more extensive report. The report may include, but is not limited to, demand calculations, pump curves, soils reports, population projections, water distribution system modeling, and any other pertinent information needed to evaluate the design.

The design report, construction plans and specifications must meet the following standards:

1. Ten States Standards
2. AWWA Standards
3. NSF 60 & 61
4. North Dakota Plumbing Code
5. North Dakota Administrative Code Chapter 62-03.1-03

Note on “Will Serve” Letters: The letters must be from the water/sewer service provider, on company letter head, and the signature must not be over one (1) year old. If a development has a master meter for water service and will be a Public Water System itself, they still must have a “Will Serve” letter from the water provider.

Completed submittal, plans, reports, etc., should be mailed or delivered to:

Division of Municipal Facilities  
North Dakota Department of Environmental  
Quality 4201 Normandy Street  
Bismarck, ND 58503-1324

This document, and all other information pertaining to water supply and wastewater projects, may be found on the Department’s website under the Plans and Specifications Review at <http://deq.nd.gov/MF/PlanSpec>.