

CITY UTILITIES DESIGN STANDARDS MANUAL

**Book 4
Water (W)
W4 Drawings and Submittals**

June 2015

W4.01 Purpose

The purpose of this Chapter is to outline the minimum drawing and submittal requirements for water improvements. Requirements for the installation of public water mains, building service water mains, and fire services are also included. These requirements are intended to supplement [Chapter 52 of the Fort Wayne Code of Ordinances](#) and the [Fort Wayne Water Utility General Rules and Regulations](#).

Drawing and submittal requirements may include preliminary and final subdivision plans, permits (IDEM and or City) for water main construction, building and zoning permits, construction inspections and other requirements. Drawing and submittal requirements shall be discussed with City Utilities during the preliminary planning phase for all projects.

W4.02 Water Mains

This section expands on process and information listed in [Chapter GR5 – Project Coordination](#) sections GR5.02 and GR5.07 outlining information needed for approval of all water main projects. The following submittal process shall be a guide for the design and approval of all water mains.

1. Conceptual Site Plans

The Conceptual Site Plan review process shall include preliminary discussions and submittals with the Development Services Department (DVS). Based on the project description and the details for the water main improvement project the following submittals may be required:

- Preliminary layout/development plans
- Plans for new commercial buildings
- Plans for new residential communities

DVS will review and provide direction as to whether the project is sufficient to proceed with a formal submittal.

2. Development Plans

The requirements for submittals and approval of all Development Plans shall be coordinated with the Department of Planning Services (DPS). All plan review will be completed by DPS and DVS. Additional City Departments may be consulted for review as required.

3. Construction Documents Approval

DVS will review the construction drawings and issue comments. All review comments shall be addressed and construction documents shall be updated appropriately. Upon the completion and final submittal an approval letter shall be issued.

W4.03 Water Services

All water services will require a water main tap permit. Permit requirements and fees shall be in accordance with section W4.04 of this Chapter. All services shall adhere to Federal, State and local regulations, codes and statutes as required.

1. Residential Water Service

Refer to [Chapter W6 - Building Services](#) for residential water service design requirements. Formal construction drawings are not required for a typical residential building water service connection.

2. Non-Residential Water Service

Non-residential water services, including industrial and commercial taps, shall meet all the requirements of [Chapter W6 - Building Services](#). Non-residential water service approval may require additional submittal requirements. It is recommended that DVS be contacted to discuss each specific building water service on a case-by-case basis to determine if a submittal and approval are required.

The submittal process for non-residential water service shall follow section W4.02 of this Chapter.

3. Fire Service

Fire Service designs shall meet all the requirements of [Chapter W9 - Fire Services](#). A submittal and approval is required for the installation of any fire service. All submittals, including the interior and exterior fire suppression drawings, shall be submitted to DVS and follow the submittal procedures as noted in section W4.02 of this Chapter. The following are minimum requirements that shall be included in the fire service design submittal:

- Fire Service Site Plans
- Interior Fire Suppression Plans
- Final Construction Site Plans
- As-Built Site Plans

W4.04 Permits, Fees, and Contracts

The following additional information for water permits, tap fees and service contracts shall be used in addition to the requirements and information provided in [Chapter GR4 - Contracts, Fees, and Permits](#). The [Fort Wayne Code of Ordinances](#) and the [Fort Wayne Water Utility General Rules and Regulations](#) shall also be referenced for additional information.

1. Local Permits

The local tap permits shall be obtained from DVS for all connections to the City's water system. Refer to [Exhibit W4-1](#) for the Water Tap Permit Information Form. A drawing or sketch of the tap location shall be included with the Water Tap Permit Information Form.

2. State Permits

- A. An IDEM construction permit shall be obtained from IDEM prior to commencement of any water main extension construction. The permit is in accordance with 327 IAC 8-3-3(a). Permit applications may be obtained from the following address:

Drinking Water Branch
Indiana Department of Environmental Management
100 North Senate Avenue
P.O. Box 6015
Indianapolis, IN 46206-6015
website: www.in.gov/idem/water/permits

The IDEM permit may be issued by City Utilities using “Local Permitting Authority” in accordance with 327 IAC 8-3-3.1. Standard forms utilized by City Utilities for the local review process are found in [Exhibit GR4-2](#). City Utilities may be consulted for more information regarding the appropriateness, requirements and procedures of using “Local Permitting Authority” with a particular project.

3. Fees

A. Local Tap and Permit Fees

Fees shall be assessed at the time of application for a water tap permit. The cost of all permits and tap fees shall be per the most recent City ordinance.

B. Permit Application Fees for State Permits

Permit application fees for state permits shall be determined by the respective state agency at the time of permit application.

C. Additional Fees

Area connection fees and inspection fees may be assessed by the Board of Public Works. These fees will be determined in the water contract issued for the specific project. In addition, local connection reimbursements as detailed in the project water contract may apply on a case-by-case basis.

4. Contracts

Whenever a developer extends the City water system, the developer shall be required to enter into a water contract with City Utilities. A copy of a standard contract is available from DVS upon request.