

**Boothbay Harbor Sewer District
Engineering Review Program
Wastewater Construction Permitting Process**

1. Submit one (1) set of preliminary plans along with the appropriate calculations to BBHSD.
2. BBHSD will forward the submittal to its Engineer for review. A letter will be issued to the design engineer, assessing all fees due, requesting any additional information required, and execution wastewater contracts.
3. If required, resubmit three (3) sets of corrected plans to BBHSD.
4. Once plans have been reviewed by the BBHSD Engineer, the District Engineer forwards comments and recommendations to the District Board of Trustees. The Board will then approve the design.
5. After required fees have been paid, executed wastewater contracts and any additional information required has been submitted, BBHSD will issue its "Conditional Permit to Construct.
6. Once BBHSD's Conditional Permit to Construct has been issued, submit the completed Package to the Town of Boothbay Harbor Planning Board. BBHSD's Submittal checklist must also be included.

**Boothbay Harbor Sewer District
Engineering Review Program
Wastewater Construction Submittal Check List**

- ___ Executed Wastewater Contracts and any other additional information required.
- ___ Required BBHSD fees paid.
- ___ Three (3) sets of corrected plans for BBHSD's files;
- ___ The original BHPB Construction Permit Application, properly completed.
- ___ Three (3) copies of the signed and sealed plans. One additional plan sheet showing the proposed and existing (in the area of construction) wastewater lines (highlighted for identification) and their sizes.
- ___ Three (3) copies of the appropriate design calculations. Wastewater: Design flow (based on Appendix A) and pump station calculations, pump curve, etc. Also if applicable, the number and types of service connections.
- ___ Three (3) copies of a detailed 8-1/2" x 11" location map, separate from the plans.

- ___ Three (3) copies of construction easements, unless the project owner has the right of eminent domain.
- ___ BBHSD Certification letter.
- ___ Current application fee for wastewater system extension submitted as a BHPB project.

BHPB Review Program

Date: _____

To: Boothbay Harbor Planning Board

Subject: _____

The following project has been reviewed by the Boothbay Harbor Sewer District:

Project Name: _____

Location: _____

Type of Project: _____

Type of Waste: ___Domestic ___Commercial___Industrial, Volume (GPD) _____

If Industrial, is a pre-treatment permit required: _____ yes _____no

Disposal Method: Boothbay Harbor Sewer District ME0100064

Consulting Engineer: _____

Engineer's Phone: _____

BBHSD Contact: Chris Higgins, Superintendent Phone: 633-4663

**This project (is) (is not) in conformance with the Boothbay Harbor Sewer District
rules and regulations for sewer use.**

Comments: _____

Signature: _____

Date: _____

Christopher Higgins, Superintendent
Boothbay Harbor Sewer District