



**DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WATER & SEWER OPERATIONS**

**CHECKLIST OF DOCUMENTS TO BE SUBMITTED FOR
PRE-CONSTRUCTION MEETING (PRIVATE SEWER / PRIVATE DRAIN)**

**59-17 Junction Blvd.
3rd fl. Low Rise
Flushing, NY 11373**

THE FOLLOWING MUST BE SUBMITTED AT THE PRE-CONSTRUCTION MEETING

- | YES | NO | |
|------------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. <input type="checkbox"/> | <input type="checkbox"/> | Completed application form for permit to build a private sewer/drain |
| 2. <input type="checkbox"/> | <input type="checkbox"/> | Performance and Maintenance Bonds |
| 3. <input type="checkbox"/> | <input type="checkbox"/> | Owner's insurance certificate for private sewer/drain construction |
| 4. <input type="checkbox"/> | <input type="checkbox"/> | Contractor's insurance certificates for liability and worker's compensation |
| 5. <input type="checkbox"/> | <input type="checkbox"/> | Notarized contract between owner and contractor |
| 6. <input type="checkbox"/> | <input type="checkbox"/> | Notarized contract between owner and Resident (Supervising)
Engineer from consulting firm |
| 7. <input type="checkbox"/> | <input type="checkbox"/> | Resumes of Resident (Supervising) Engineer and contractor indicating that they
have successfully completed at least two Private Sewer or Private Drain
construction projects or two Capital sewer construction projects |
| 8. <input type="checkbox"/> | <input type="checkbox"/> | List of vendors who will be supplying materials and services (including the name of
the company and the name, address, and phone number of the responsible contact
person) |
| 9. <input type="checkbox"/> | <input type="checkbox"/> | Detailed drawing for sheeting and bracing (with original signature and seal from a
Professional Engineer / Registered Architect) |
| 10. <input type="checkbox"/> | <input type="checkbox"/> | Original NYC DOT Street Opening Permit with restoration requirements and
traffic stipulations |
| 11. <input type="checkbox"/> | <input type="checkbox"/> | Check for the inspection fee (\$7.00/linear foot) |