



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

**CHECKLIST OF DOCUMENTS TO BE SUBMITTED FOR  
PRE-CONSTRUCTION MEETING (PRIVATE WATER MAIN)**

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

**THE FOLLOWING MUST BE SUBMITTED AT THE PRE-CONSTRUCTION MEETING:**

- | <b>YES</b>                  | <b>NO</b>                |   |
|-----------------------------|--------------------------|---|
| 1. <input type="checkbox"/> | <input type="checkbox"/> | <b>Completed application form for permit to build a private water main</b>  |
| 2. <input type="checkbox"/> | <input type="checkbox"/> | <b>Owner's insurance certificate for private water main construction</b>  |
| 3. <input type="checkbox"/> | <input type="checkbox"/> | <b>Contractor's insurance certificates for liability and worker's compensation</b>  |
| 4. <input type="checkbox"/> | <input type="checkbox"/> | <b>Notarized contract between owner and contractor</b>  |
| 5. <input type="checkbox"/> | <input type="checkbox"/> | <b>Resume from contractor indicating that they have successfully completed at least two private water main projects.</b>  |
| 6. <input type="checkbox"/> | <input type="checkbox"/> | <b>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)</b> |
| 7. <input type="checkbox"/> | <input type="checkbox"/> | <b>Detailed drawing for sheeting and bracing (with original signature and seal from a Professional Engineer / Registered Architect)</b>   |
| 8. <input type="checkbox"/> | <input type="checkbox"/> | <b>Original NYC DOT Street Opening Permit with restoration requirements and traffic stipulations</b>  |
| 9. <input type="checkbox"/> | <input type="checkbox"/> | <b>Notarized material price break down</b>  |