

3.8.4 Overview of the Permit/Sewer Extensions/ Letter of Authorization

Applicability:

This describes the requirements for the letter of authorization by the project owner, the continuing authority, and the project engineer that the sewer extension project is complete and ready to be placed into service.

Content:

10 CSR 20-6.010(6)(B) states that "owners or operators of sanitary sewer systems or extensions for which construction permits were issued shall apply for a letter of authorization for operation."

The requirement to submit an application for a Letter of Authorization should be contained as a special condition in the construction permit. A form entitled Application for Letter of Authorization (Sewer Extension) may be enclosed if desired. Such a form was included in the original Permit Manual and some regions have adopted this form for their use.

A request or application for a letter of authorization should be submitted to the appropriate regional office at the time the sewer extension project is ready to be placed into operation. The letter or other written document should include the:

- Name of the project,
- Location of the project,
- Construction Permit number,
- Name, mailing address and telephone number of the owner,
- Name, mailing address and telephone number of the continuing authority,
- A brief description of the project,
- A dated certification by the project engineer that the sewer extension was essentially constructed in accord with the approved plans and specifications, and
- A dated certification by the project applicant (or authorized representative) that the information in the request for a letter of authorization is true, complete and accurate.

Upon receipt of the request or application for a letter of authorization, the regional office should acknowledge its receipt in writing and indicate that the sewer extension may be placed in service.

Legal References:

Code of State Regulations

[10 CSR 20-6.010\(6\)\(B\)](#)

Construction and Operating Permits - Sewer Extensions

Other Links:

Key Words:

Authorization, letter of authorization, sewer extension

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Modification Date: 05/24/2005