



MISSOURI DEPARTMENT OF NATURAL RESOURCES  
 WATER PROTECTION PROGRAM  
**APPLICATION FOR CONSTRUCTION PERMIT –  
 SEWER EXTENSION**

FOR DEPARTMENT USE ONLY	
APP NO.	CP NO.
FEE RECEIVED	CHECK NO.
DATE RECEIVED	

**NOTE ► PLEASE READ THE ACCOMPANYING INSTRUCTIONS BEFORE COMPLETING THIS FORM**

**1.0 APPLICATION INFORMATION** (Note – If any of the questions in this section are answered NO, this application may be considered incomplete and returned.)

1.1 Is this a Federal/State funded project?  YES  N/A Funding Agency: \_\_\_\_\_ Project #: \_\_\_\_\_

1.2 Has the Department of Natural Resources approved the proposed project's engineering report\*?  
 YES Date of Approval: \_\_\_\_\_  NO  N/A

1.3 Is a copy of the appropriate plans\* and specifications\* included with this application?  YES  NO

1.4 Is a summary of design\* included with this application?  YES  NO

1.5 Is the appropriate fee or JetPay confirmation included with this application?  YES  NO  
 See Section 7.0

\* Must be affixed with a Missouri registered professional engineer's seal, signature and date.

**2.0 PROJECT INFORMATION**

2.1 NAME OF PROJECT \_\_\_\_\_

ADDRESS	CITY	STATE	ZIP CODE	COUNTY
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2.2 Legal Description: \_\_\_\_\_ ¼, \_\_\_\_\_ ¼, \_\_\_\_\_ ¼, Sec. \_\_\_\_\_, T \_\_\_\_\_, R \_\_\_\_\_

2.3 Project Components (check all that apply):  
 Gravity sewers  Pumping stations  Force mains  Alternative sewer system  Other (Describe below.)

2.4 PROJECT DESCRIPTION \_\_\_\_\_

**2.5 DESIGN INFORMATION**

A. Population or number of lots to be served by this extension: \_\_\_\_\_

B. Estimated flow to be contributed by this extension: Design Average Flow: \_\_\_\_\_ gpd Design Peak Hourly Flow: \_\_\_\_\_ gph

C. Industrial Wastes: Type: \_\_\_\_\_ Flow: \_\_\_\_\_ gpd

D. Receiving Sewer: Size: \_\_\_\_\_ inches Capacity: \_\_\_\_\_ gpm

**3.0 PROJECT OWNER**

NAME	TELEPHONE NUMBER WITH AREA CODE	EMAIL ADDRESS
ADDRESS	CITY	STATE
		ZIP CODE

**4.0 CONTINUING AUTHORITY:** A continuing authority is a company, business, entity or person(s) that will be operating the facility or ensuring compliance with the permit requirements. A continuing authority is not, however, an entity or individual that is contractually hired by the permittee to sample or operate and maintain the system for a defined time period, such as a certified operator or analytical laboratory. To access the regulatory requirement regarding continuing authority, 10 CSR 20-6.010(2), please visit <https://s1.sos.mo.gov/cmsimages/adrules/csr/current/10csr/10c20-6.pdf>. A continuing authority's name must be listed exactly as it appears on the Missouri Secretary of State's (SoS's) webpage: <https://bsd.sos.mo.gov/BusinessEntity/BESearch.aspx?SearchType=0>, unless the continuing authority is an individual(s), government, or otherwise not required to register with the SoS.

NAME	TELEPHONE NUMBER WITH AREA CODE	EMAIL ADDRESS
ADDRESS	CITY	STATE
		ZIP CODE

4.1 A letter from the continuing authority or the Continuing Authority and Receiving Wastewater Treatment Facility Acceptance form, if different than the owner, is included with this application.  YES  NO  N/A

5.0 ENGINEER			
ENGINEER NAME / COMPANY NAME		TELEPHONE NUMBER WITH AREA CODE	EMAIL ADDRESS
ADDRESS	CITY	STATE	ZIP CODE
6.0 RECEIVING WASTEWATER TREATMENT FACILITY			
NAME		TELEPHONE NUMBER WITH AREA CODE	EMAIL ADDRESS
MISSOURI STATE OPERATING PERMIT #		REMAINING CAPACITY (GPD)	
6.1 Has the receiving treatment facility agreed to accept the additional wastewater flow? <input type="checkbox"/> YES <input type="checkbox"/> NO			
6.2 A letter from the receiving wastewater treatment facility, if different than the continuing authority, is included with this application. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A			
7.0 Application Fee			
<input type="checkbox"/> Check Number		<input type="checkbox"/> JetPay Confirmation Number	
8.0 PROJECT OWNER: I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.			
PROJECT OWNER SIGNATURE			
PRINTED NAME			DATE
TITLE OR COPORATE POSITION		TELEPHONE NUMBER WITH AREA CODE	EMAIL ADDRESS
Mail completed copy to: MISSOURI DEPARTMENT OF NATURAL RESOURCES WATER PROTECTION PROGRAM P.O. BOX 176 JEFFERSON CITY, MO 65102-0176			

## INSTRUCTIONS FOR COMPLETING APPLICATION FOR CONSTRUCTION PERMIT – SEWER EXTENSION

All blanks must be filled in when the application is submitted to the Missouri Department of Natural Resources. This includes the **required signature**.

In accordance with Missouri State law RSMo 644.051.3.(2), sewer extension projects installing up to a total of 1,000 linear feet of gravity sewer or force main with less than two pump stations are exempt from obtaining a construction permit. Since these projects are exempt, a construction permit will not be issued for this activity and completion of this form is not required.

**Note:** Use the form *Application for Construction Permit – Wastewater Treatment Facility*, MO 780-2189, if any wastewater treatment component(s) are to be constructed.

A land disturbance permit is required if construction will result in the disturbance of one or more acres of land. A land disturbance permit is available through the department's ePermitting system at [dnr.mo.gov/env/wpp/epermit/help.htm](http://dnr.mo.gov/env/wpp/epermit/help.htm). A permit fee in accordance with 10 CSR 20-6.011(2)(E) is required.

After receiving a complete application, the department enters the application information into the Missouri Clean Water Information System. You may search for the status of a construction permit online at [https://apps5.mo.gov/mocwis\\_public/applicationInprocessSearch.do](https://apps5.mo.gov/mocwis_public/applicationInprocessSearch.do).

- 1.1 Check appropriate box. If the project is funded with federal or state monies, supply the funding agency name and project number.
  - 1.2 Check appropriate box and provide the date of department approval.  
The department has developed a fact sheet to aid in the development of an approvable engineering report. This document is available online at [dnr.mo.gov/pubs/pub2415.htm](http://dnr.mo.gov/pubs/pub2415.htm). Engineering report exemptions are listed in 10 CSR 20-6.010(4)(B). Per 10 CSR 20-8.110(2), engineering reports must be approved by the department prior to the submittal of plans and specifications and a construction permit application. The department has developed a fact sheet to aid in the development of an approvable engineering report, [Engineering Report Guidance for Collection Systems](#), Fact Sheet--PUB2415.
  - 1.3 Check appropriate box. Provide a copy of the appropriate plans and specifications for department review when applying for a construction permit per 10 CSR 20-8.110 and 10 CSR 20-6.010. A Missouri registered professional engineering seal, signature and date is required on each sheet of the plans and the cover of the technical specifications. An electronic copy of the construction permit application and the information listed below in Portable Document Format (PDF) searchable format or department approved equivalent per 10 CSR 20-6.010(5)(G), along with one paper copy for projects not seeking department funding or two paper copies for projects seeking department funding under 10 CSR 20-4.
  - 1.4 Check appropriate box. A summary of design shall accompany the plans and specifications when applying for a construction permit per 10 CSR 20-8.110. The department has developed a fact sheet to aid in the development of an acceptable summary of design, [Summary of Design Guidance](#), Fact Sheet--PUB2417.
  - 1.5 Check the appropriate box. Include fee with application per 10 CSR 20-6.011(2) and Wastewater Treatment Facility Permit Fees -- PUB2564.
- Note: The department returns incomplete construction permit applications and related engineering documents and the application forfeits the fees. See 10 CSR 20-6.011(5)(A). The applicant forfeits the fees when the applicant withdraws construction applications. See 10 CSR 20-6.011(5)(B).2.1. Provide the project name and location by street name or address.
- 2.2 Provide the project legal description. The department's mapping system is available online at [dnr.mo.gov/gis/](http://dnr.mo.gov/gis/).
  - 2.3 Check all of the applicable boxes.  
The department considers anything other than a gravity sewer system to be an alternative sewer system. Examples of these systems are grinder pump pressure sewers, septic tank effluent pump, or STEP, sewers, septic tank effluent gravity, or STEG, sewers or small diameter gravity sewers.
  - 2.4 Briefly describe the project by providing the following information:
    - A. Total number of manholes.
    - B. Size of sewers and the total linear feet of each size.
    - C. Number of lift stations and design average flow and peak hourly flow capacities of each lift station.
    - D. Size and length of force mains.
    - E. Alternative sewer size and length, plus the number of components (e.g. septic tanks, grinder pumps, etc.)
  - 2.5 Provide the project design information and when required in the units specified.
    - A. Provide the population or number of lots to be served by the proposed sewer extension.

- B. Provide the estimated design flow information in accordance with 10 CSR 20-8.110(4)(C)4.A.  
**Design average flow** – The design average flow is the average of the daily volumes to be received for a continuous 12 month period expressed as a volume per unit time. However, the design average flow for facilities having critical seasonal high hydraulic loading periods (e.g., recreational areas, campuses and industrial facilities) shall be based on the daily average flow during the seasonal period.  
**Design peak hourly flow** – The design peak hourly flow is the largest volume of flow to be received during a one hour period expressed as a volume per unit time.
- C. Provide the type and flow in gallons per day of industrial wastes received by the propose sewer extension.  
D. Provide the receiving sewer size in inches and capacity in gallons per minute.

- 3.0 Complete Project Owner information. Include the legal name and address.
- 4.0 Continuing Authority – A continuing authority is a company, business, entity or person(s) that will be operating the facility or ensuring compliance with the permit requirements. A continuing authority is not, however, an entity or individual that is contractually hired by the permittee to sample or operate and maintain the system for a defined time period, such as a certified operator or analytical laboratory. To access the regulatory requirement regarding continuing authority, 10 CSR 20-6.010(2), please visit <http://s1.sos.mo.gov/cmsimages/adrules/csr/current/10csr/10c20-6.pdf>. A continuing authority's name must be listed exactly as it appears on the Missouri Secretary of State's (SoS's) webpage: <https://bsd.sos.mo.gov/BusinessEntity/BEsearch.aspx?SearchType=0>, unless the continuing authority is an individual(s), government, or otherwise not required to register with the SoS. If same as the Project Owner, write "Same as above".
- 4.1 Check appropriate box. Include a letter signed by the continuing authority (if not same as the project owner) stating they will "accept, operate and maintain" the sewer extension. The continuing authority may also complete the Continuing Authority and Receiving Wastewater Treatment Facility Acceptance form in lieu of a letter. If the continuing authority will not accept and agree to operate and maintain the sewer extension, this application will be considered incomplete.
- 5.0 Complete Engineer contact information.
- 6.0 Complete Receiving Wastewater Treatment Facility information. Include the Missouri State Operating Permit number and the available remaining capacity in gallons per day, or gpd.
- 6.1 Check appropriate box. The receiving wastewater treatment facility must be notified and agree to the proposed sewer extension and additional flow, prior to submitting a construction permit to the department. If the receiving wastewater treatment facility will not accept the wastewater, this application will be considered incomplete.
- 6.2 Check appropriate box. Include a letter from the receiving wastewater treatment facility (if not same as the continuing authority) acknowledging and accepting the additional flow from the proposed sewer extension.
- 7.0 Check the appropriate box and include check or confirmation number. Applicants can pay fees online by credit card or eCheck through a system called JetPay.
- Per Section 37.001, RSMo, a transaction fee will be included. The transaction fee is paid to the third party vendor JetPay, not the Department of Natural Resources.
  - Be sure to select the correct fee type and corresponding URL to ensure your payment is applied appropriately. If you are unsure what type of fee to pay, please contact the Water Protection Program's Budget, Fees, and Grants Management Unit by phone at 573-522-1485 for assistance.
  - Upon successful completion of your payment, JetPay provides a payment confirmation. Submit this form with a copy of the payment confirmation if requesting a new permit or a permit modification. For permit renewals of active permits, the Department will invoice fees annually in a separate request.
  - If you are unable to make your payment online, but want to pay with credit card, you may email your name, phone number, and invoice number, if applicable, to [WPPFEES@dnr.mo.gov](mailto:WPPFEES@dnr.mo.gov). The Budget, Fees, and Grants Management Unit will contact you to assist with the credit card payment. **Please do not include your credit card information in the email.**
  - Applicants can find fee rates in 10 CSR 20-6.011 and *Wastewater Treatment Facility Permit Fees--PUB2564* (<https://dnr.mo.gov/pubs/pub2564.htm>).

WP 04 Construction Permits: <https://magic.collectorsolutions.com/magic-ui/payments/mo-natural-resources/592/>

- 8.0 The owner of the construction project must sign the application.

Mail the completed form and applicable fee to the department.

If there are any questions concerning this form, please contact the Department of Natural Resources, Water Protection Program at 800-361-4827 or 573-751-1300 or visit [dnr.mo.gov/env/wpp/permits/ww-construction-permitting.htm](https://dnr.mo.gov/env/wpp/permits/ww-construction-permitting.htm).

## SEWER EXTENSION DESIGN CERTIFICATION

Answer all questions yes, no, or N/A. Answer N/A only if the question is clearly not applicable to the design of the proposed sewer extension **OR** if a deviation was previously allowed by the Department in the approval of Standard specifications or Standard Detail Sheets.

9.0 SEWER EXTENSION CHECKLIST					
	REGULATION		YES	NO	N/A
1	8.110(9)(B)	Are detailed plans showing tributary area, boundaries, pertinent elevations, topography, existing and proposed facilities provided?			
2	8.110(3)(A)	Is the design flow based on actual flow data for an existing system?			
3	8.110(3)(B)	Are average design flows, peak hourly flows, and I&I contributions for new systems calculated.			
4	8.120(2)	Does the sewer exclude water from roofs, streets, groundwater from foundation drains, and combined wastewater?			
5	8.120(3)(C)	Is ASTM C969-17 leakage test specified to ensure water tight joint seals and appropriate exfiltration and infiltration rates?			
6	8.120(4)(A)	Are manholes located at all changes in grade, size or alignment, and all intersections?			
7	8.120(3)(A)1	Are all sewer pipes constructed with a slope to obtain mean velocities of not less than 2 feet per second?			
8	8.120(3)(A)2	Is the pipe covered with at least 36" of soil or sufficiently insulated to prevent freezing?			
9	8.120(3)(A)	Is the pipe installation, embedment, and backfill designed to prevent damage to the pipe and its joints?			
10	8.120(3)(B)	Is deflection testing specified to ensure no pipe exceeds a deflection of 5% of the inside diameter?			
11	8.120(4)(C)	Are manholes at least 42 inches in diameter with a clear opening of 22 inches on sewer line larger than 8"?			
12	8.120(4)(C)	Where cleanouts are used at the end of a lateral instead of a manhole, are they a minimum diameter of 8 inches or larger and equal to the diameter for pipes < 8"?			
13	8.120(4)(E)	Are the manholes specified to be watertight, constructed, installed in accordance with the manufacturer's recommendations and procedures?			
14	8.120(4)(F)	Do the specifications include a requirement for inspection and testing for manholes?			
15	8.120(5)(B)	Are sewers and manholes located at least 50 feet horizontally from any existing or proposed water supply well, sources, structures?			
16	8.120(5)(A)	Is the sewer free from physical connections to a potable water supply system with no water pipes coming in contact with a sewer manhole?			

<b>10.0 PRESSURE SEWERS, GRINDER PUMP, STEP AND STEG SEWER CHECKLIST</b>					
	REGULATION		YES	NO	N/A
17	8.125(5)(A)1.	Does the cleaning velocity of $\geq 2$ ft/s happen at least once per day?			
18	8.125(5)(A)2.	Is the diameter of the pressure sewer main pipe at least 1.5"?			
19	8.125(5)B	Are appurtenances compatible with the piping system?			
20	8.125(5)(C)	Do service line pipes have a minimum diameter of 1.25 in.?			
21	8.125(5)(D)1. A	Do simplex grinder pump stations service only a single equivalent dwelling unit (EDU)? i.e. 1 residence – 1 grinder pump station.			
22	8.125(5)(D)1. B	Are multiple unit pump stations owned, operated, maintained by an approved continuing authority?			
23	8.125(5)(D)3	Is there at least 70 gallons of storage in the grinder pump unit?			
24	8.125(5)(D)4	Do grinder pump stations have shutoff valves, check valves, and anti-siphon valves (where siphoning could occur) that are accessible from the ground surface?			
25	8.125(5)(D)7 8.130(3)(B)2	Are units serviceable and replaceable under wet conditions without electrical hazard and electrical equipment suitable for hazardous locations (National Electrical Code, Class I, Group D, Division 1 location)?			
26	8.125(5)(D)8 8.125(6)(F)6	Are provisions in place to avoid interruption of service due to mechanical or power failure by providing standby power, storage capacity or interconnection with another disposal system?			
27	8.125(6)(D) 8.180(2)	Does each EDU have at least one septic tank with a minimum of 1,000 gallon capacity with 20% of tank volume dedicated to freeboard and ventilation?			
28	8.125(6)(F)	Are pump vaults designed with duplex pumps for STEP sewer systems with design flow of 1,500 gallons per day or greater?			
29	8.125(7)(A) 8.125(7)(C)	Is the minimum STEG sewerservice line at least 4" in diameter?			
<b>11.0 PUMP STATION CHECKLIST</b>					
	REGULATION		YES	NO	N/A
30	8.130(2)(A) 8.140(2)(B)	Is the pump station designed to withstand the 100-year flood?			
31	8.130(3)(A)	Is the dry well completely separate from the wet well and is a suitable and safe means of access provided to each?			
32	8.130(3)(B)	If the design flow is 1,500 gpd or more, are at least 2 pumps or pneumatic ejectors provided?			
33	8.130(3)(D)	Are valves located outside wet well unless integral to a pump or its housing?			
34	8.130(3)(F) 8.140(8)(J)	Do wet and dry wells have separate ventilation systems?			
35	8.130(3)(G)	Does all potable water brought to the pump station comply with 8.140 (7) D?			
36	8.130(6)	Is an alarm system provided with uninterrupted power?			
37	8.130(7)(A)	Is there 2 hours retention of the peak hourly flow for a design flow > 100,000 gpd or 4 hrs retention of the peak hourly flow for a design flow < 100,000 gpd?			
38	8.130(7)(B)	Is there an independent utility substation provided for emergency power that is capable of starting and operating the pump station at its rated capacity?			
39	8.130(8)(A)	Is the force main velocity of $\geq 2$ ft/s maintained?			
40	8.130	Are there complete operation instructions for the pumping stations provided that include emergency procedures, maintenance schedules, special tools and spare parts that may be necessary?			

12.0 SUCTION LIFT PUMP AND SUBMERSIBLE PUMP STATION CHECKLIST					
	REGULATION		YES	NO	N/A
41	8.130(4)	Are the suction lift pumps of the self priming or vacuum priming type?			
42	8.130(4)(A)	Is the combined total of dynamic suction lift at the "pump off" elevation and required net positive suction head at design operating conditions less than or equal to twenty-two feet (22')?			
43	8.130(4)(B)	Are there dual vacuum pumps capable of removing air from the suction lift pump?			
44	8.130(5)(A)	Are submersible pumps readily removable and replaceable without personel entering, or disconnecting any pipe in the wet well?			

**13.0 CERTIFICATION STATEMENT**

I hereby certify that the design plans and specifications for this project, to the best of my knowledge, conform to the requirements listed above. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

I hereby certify that this plan, specification, and/or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the state of Missouri.

For any question answered "NO" provide explanation. Provide any useful comments on design for review engineer:

Missouri Professional Engineer's Seal:

Name:  
 Street Address:  
 City: State: ZIP Code:

Phone Number: Email: