



Drinking Water Permitting and Engineering

Checklist #1 - New Public Water System Review and Permitting Process

New Community Water System Name: _____

This checklist is provided by Georgia Environmental Protection Division (EPD) and is intended to assist new surface water systems in obtaining required approvals in compliance with the [Georgia Rules for Safe Drinking Water, Chapter 391-3-5](#) and the [Georgia Minimum Standards for Public Water Systems](#).

The Rule at 391-3-5-.04 requires EPD approval of the source of water supply, the means and methods of treating, purifying, storing and distributing of water prior to construction, as well as obtaining a permit to operate a public water system prior to operating a water treatment facility.

Please note that this checklist is not a substitute for [Georgia Rules for Safe Drinking Water, Chapter 391-3-5](#) and cannot be accepted in lieu of the required engineering documents, study plans, or test results.

If you have any questions or inquiries regarding preparation, submissions and approval requirements for the New Surface Water Treatment Plant - Checklist #1, please contact the Division's Drinking Water Permitting and Engineering Unit at (404) 463-1511.

New Water Systems with Surface Water Source or Groundwater Under Direct Influence of Surface Water. (See [Parts 1 and 5 of the Georgia Minimum Standards](#) and [Rules 391-3-5-.05 through 391-3-5-.09](#)).

STEP 1: Submit Source Water Assessment Plan (SWAP) and Engineering Report

- (1) Submit a Source Water Assessment Plan (SWAP) in accordance with [Section 391-3-5-.42](#) of the Georgia Rules for Safe Drinking Water. (Contact Source Water Assessment Unit at (404) 463-1511 for inquiries. ([SWAP Implementation Plan](#)).
- (2) Conduct the Source Water Quality Analysis in accordance with [Section 391-3-5-.06\(1\)\(b\) & 391-3-5-.06\(1\)\(c\) \(1\)-\(3\)](#) of the Georgia Rules for Safe Drinking Water. ([Checklist #2](#))
- (3) Submit an engineering report in accordance with [Section 391-3-5-.05\(2\)](#) of the Georgia Rules for Safe Drinking Water and [Part 1](#) of the Georgia Minimum Standards for Public Water System. ([Checklist #2](#))

Upon receipt of the engineering report, (EPD) will send a letter of acknowledgement within 5 days of receipt to the public water system's engineer including the next step in the process.

EPD will review the engineering report and notify the public water system within 90 days, regarding any missing information, and conformance to the requirements of [Section 1.2.0 - Engineering Report](#), of the Georgia Minimum Standards for Public Water Systems. (Checklist #2)

Upon complete review and acceptance of the engineering report requirements, EPD will send an approval letter to the public water system's engineer including the requirements for Pilot Study or Treatability Study.

Please note: If the proposed withdrawal will be greater than 100,000 gallons per day, a water withdrawal permit is required and you will need to submit an application to withdraw water to the EPD Surface Water Withdrawal Permitting Unit. Application forms can be found at <https://epd.georgia.gov/water-withdrawal-permitting-forms>. Contact the Surface Water Withdrawal Permitting Unit at (404) 463-1511 for inquiries.

STEP 2: Submit Pilot Study or Treatability Study Plan

- (4) Submit a pilot study plan, treatability study plan or an alternative plan in lieu of pilot study plan. A pilot study plan is part of the engineering evaluation and documentation of the proposed means and methods of water treatment in conformity to [Section 391-3-5-.09\(1\)\(b\)2](#) of the Georgia Rules for Safe Drinking Water. (Checklist #3)

Upon receipt of the proposed pilot study plan, treatability study plan or an alternative plan in lieu of pilot study plan for means and methods of water treatment, EPD will send a letter of acknowledgement within 5 days of receipt to the public water system's engineer.

EPD will conduct an engineering evaluation of the pilot study plan or treatability study plan and notify the public water system within 90 days. If needed, EPD will request clarification of the proposed plan and any non-conformance to the requirements of [Section 9.8.2 - Pilot Plant/Treatability/Transfer Technologies Studies](#) or [Section 9.16.2 - Other Alternative Surface Water Filtration Technologies](#) of the Georgia Minimum Standards for Public Water Systems. (Checklist #3).

Upon complete review and acceptance of the pilot study engineering evaluation or treatability study evaluation of the proposed means and methods of source water development, EPD will send an approval letter to the public water system's engineer.

- (5) Submit pilot or bench test results after completion of the pilot plant or treatability evaluation in accordance with [Section 9.8.2 - Pilot Plant/Treatability/Transfer Technologies Studies](#), of the Georgia Minimum Standards for Public Water Systems. (Checklist #3)

Upon complete review and acceptance of the pilot study results, EPD will send an approval letter to the public water system's engineer within 30 days including information regarding submission of construction plans and specifications.

STEP 3 Construction Plans and Specifications Submission, Review and Approval

- (6) Submit construction plans and specifications in accordance with [Section 391-3-5-.05](#) of the Georgia Rules for Safe Drinking Water and in accordance with [Part 1 Section 1.6 -Plans and](#)

[Specification](#) of the latest edition of the Georgia’s Minimum Standards for Public Water Systems. ([Checklist # 4](#))

Upon receipt of the proposed construction plans and specifications, EPD will send a letter of acknowledgement within 5 days of receipt to the proposed public water system’s engineer.

EPD will review the construction plans and specifications and notify the public water system within 120 days regarding any missing information, request for any clarification of the proposed plans and specifications, and any non-conformance to the requirements of [Section 1.6 - Plans and Specifications](#), of the Georgia Minimum Standards for Public Water Systems. ([Checklist #4](#))

Upon complete review and acceptance of the requirements in [Section 1.6 - Plans and Specifications](#), the EPD will send a construction approval letter to the public water system’s engineer, including a reminder of the submission requirements in [Section 1.8 - Changes in Plans and Specification After Approvals](#) and [Section 1.9 - Engineers Certification](#), of the Georgia Minimum Standards for Public Water Systems.

STEP 4 Public Water System Begins Plant Construction

- (7) If there are significant deviations from the proposed plans and specifications, submit a notice of significant deviation to EPD before construction or installation of these changes, in conformance to [Section 391-3-5-.05\(5\)](#) of the Georgia Rules for Safe Drinking Water and [Section 1.8 - Changes in Plans and Specification After Approvals](#), of the Georgia Minimum Standards for Public Water Systems. ([Checklist #4](#))

Upon receipt from the applicant of any notice of significant deviation from the approved plans and specifications, EPD will coordinate a site visit in consultation with public water system engineer or applicant to verify revised plans and specifications before any construction or installation in conformity to [Section 1.8 - Changes in Plans and Specification After Approvals](#), of the Georgia Minimum Standards for Public Water Systems.

- (8) After construction is completed, submit engineer’s certification from a registered professional engineer and affixed with their professional engineering seal stating that construction was completed in accordance with: the approved construction plans and specifications, [Section 391-3-5-.05\(6\)](#) of the Georgia Rules for Safe Drinking Water and [Section 1.8 - Changes in Plan and Specifications and Section 1.9 - Engineer’s Certification](#), of the Georgia Minimum Standards for Public Water Systems. ([Checklist #4](#))

- (9) Submit proof that the new water system has retained the services of certified operators consistent with the public water system classification as specified in [Section 391-3-5-.39](#) of the Georgia Rules for Safe Drinking Water.

Upon receipt of construction certification by a licensed professional engineer and proof of certified operator, EPD and the water system will schedule a date convenient to all parties for site visit to conduct in-plant demonstration or start-up study to be conducted over a sufficient time to treat the raw water for a period of 30 days trial run demonstration that the new water plant complies with [Sections 391-3-5-.09\(1\)\(p\); 391-3-5-.18; 391-3-5-.19; and 391-3-5-.20](#) of the Georgia Rules for Safe Drinking Water.

Upon completion of the in-plant demonstration trial run, submit the finished water quality test results. EPD will evaluate the results, and may request additional information if necessary, or upon satisfactory submission of the test results, EPD will begin the process of permit application to operate a public water system.

STEP 5 Permit Application and Supporting Documents Submission

- (10) Upon construction certification by a licensed professional engineer and proof of certified operator, submit an Application for a Permit to Operate a Public Water System in accordance with [Section 391-3-5-.17](#) of the Georgia Rules for Safe Drinking Water, and
- (11) Submit the distribution water sampling plan in accordance with [Section 391-3-5-.21\(4\)\(b\)](#) of the Georgia Rules for Safe Drinking Water. Submit the distribution water sampling points for the Stage 2 Disinfection By-Products (DBP), Monitoring Plan in accordance with [Section 391-3-5-.24](#) of the Georgia Rules for Safe Drinking Water, and
- (12) Review the EPD’s “Drinking Water Laboratory Services Terms and Conditions” and the corresponding fee schedule. Then, determine which testing services, if any, will be used. Alternatively, a water system may contract with an [EPD certified lab](#). If EPD’s laboratory services will be used, complete the “Request to Change Water System Inventory or Laboratory Services” form. The Georgia EPD can provide the laboratory and related services consistent with the National Primary and Secondary drinking water standards and related regulations in the Georgia Rules for Safe Drinking Water, [Chapter 391-3-5](#). For questions related to laboratory services billing, please contact the Division’s Finance Department at epdfinance@dnr.ga.gov or (404)463-1989
- (13) Submit an Operation and Maintenance Plan (O & M) in compliance with [Section 391-3-5-.14\(12\)](#) of the Georgia Rules for Safe Drinking Water and consistent with [APPENDIX B](#) of the Georgia Minimum Standards for Public Water Systems, and
- (14) Submit a Business Plan that demonstrates the system’s financial, technical and managerial capacity in accordance with [Section 391-3-5-.17\(3\)](#) of the Georgia Rules for Safe Drinking Water and consistent with [APPENDIX A](#) of the Georgia Minimum Standards for Public Water Systems.

Upon review and acceptance of the complete application and supporting materials, EPD will update the Drinking Water Watch Database including monitoring information, system operator and contact information, and process the application package for EPD Director’s approval.

- (15) Upon receiving the signed permit to operate a public water system, review the information in the Georgia [Drinking Water Watch Database](#) and follow the compliance sampling schedule. If updates or changes to the information in Drinking Water Watch Database are needed, please contact the EPD Drinking Water Permitting and Engineering Unit at (404) 463-1511.