



BUILDING PERMIT REQUIREMENTS

REVIEW ITEMS - DEPARTMENT OF PUBLIC UTILITIES

The Department of Public Utilities (DPU) reviews Building Permit Applications (Applications) to ensure compliance with State and County requirements governing water and wastewater systems. In order for an Application to be approved and/or a Certificate of Occupancy issued the requirements must be addressed. This review is performed by DPU during this stage of the process to make certain the applicant is aware of the requirements during the initial stage of the project rather than at closeout.

The following items are generally reviewed for compliance with the Hanover County Code, DPU Water and Sanitary Sewer Standards and policies, which incorporate many of the Virginia Department of Health Waterworks Regulations and Department of Environmental Quality Sewage Collection and Treatment Regulations where applicable.

1. Strong waste generators will need to provide a means for DPU to sample the wastewater generated by their facility. For renovation projects where the use has changed, a new exterior monitoring manhole (MMH) may be required. A detail of a [MMH](#) can be found on the DPU web site. Some of the common uses that require a MMH are: nursing homes, grocery stores, bakeries, auto repair facility, doctor or dentist office, veterinary clinic, cleaners, machine shops, photo finishers, restaurants or facilities with central kitchens, funeral homes, printing shops, laboratories, and other such facilities as determined by the DPU.



2. Applicant shall submit a complete and accurate [Water Meter Sizing Form](#) with their Building Permit Application. The form should include all the existing fixtures to remain and any plumbing fixtures that are proposed. Meter sizing guidance relating to thresholds for the different meter sizes can be found under [Section 7.4 Procedure For Sizing Meters](#) on our web site within

the [Water and Sanitary Sewer Standards](#). If you have to increase your meter size, additional water and/or sewer capacity fees will be required. Additional construction and a DPU Construction Permit may also be required. The current [water and sewer capacity fees](#) can also be found on DPU's web site.



3. A main line backflow preventer (BFP) may be required if the use of the space changes to one that requires a BFP per Virginia Department of Health and DPU regulations and requirements if it is not already so equipped. Some of the common uses are: medical facilities, laboratories, car washes, laundries, fire service systems, commercial greenhouses, health clubs with pools, high-rise buildings (four or more stories), multiuse commercial, office or warehouse facilities, motorized vehicle repair facility, and other such facilities as determined by the DPU. BFP's need to be tested and certified by the appropriate person on DPU's [Backflow Certification Form](#) prior to issuance of a Certificate of Occupancy.



If you are uncertain whether you will have to comply with any of the above mentioned items, you are encouraged to contact a utility agent at (804)365-6019 in advance of submitting your Application to prevent delays and revisions to your applications.

Many of DPU's [commonly used forms](#) relating to construction can be found on DPU's web site. As mentioned above, this includes meter sizing guidance under [Section 7.4 Procedure For Sizing Meters](#), the [Water and Sanitary Sewer Standards](#), [Hanover County Water Code](#), [Hanover County Sewers and Sewage Disposal Code](#), and this form that is linked to the specific areas you need to visit to get additional information. Therefore, we encourage you to view this form on-line under the [Forms - Engineering](#) section of DPU's Web Site.