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The following items are required to be in our office **PRIOR TO** required ONSWC Pre-Conference with the North Carolina Utilities Commission (within 90 days of signed Asset Purchase Agreement) Contiguous Extensions are not required to have pre-conference but documentation below is still required:

- **Executed Asset Purchase Agreement**
- **\*\*Water Only\*\* Well Draw Down and Water Quality Data along with approved treatment if necessary**
- **Engineer's Report**
- **Approval of Plans & Specifications from NCDEQ**
- **Authorization to Construct**
- **Draft of Deeds/Easements to well, WWTP, or pump station facilities**
- **Estimated list of costs**
- **Vicinity Map**
- **Subdivision map with water lines, wastewater lines, well locations, WWTP locations (plans are subject to approval by ONSWC)**
- **List of lot numbers**

The following items are required to be in our office **PRIOR TO** filing an application with the North Carolina Utilities Commission for ONSWC to hold a franchise over development:

- **Completed and Stamped Drawings**
- **Contractor Warranty**
- **Bill of Sale**
- **Developer W-9**
- **List of Addresses (recorded)**
- **Certified Costs**
- **NCDEQ application for approval**
- **NCDEQ partial approval if applicable**

The following items are required to be in our office **PRIOR TO** final approval of the development:

- **As built in .pdf and .dwg format**
- **NCDEQ final approval**
- **Executed and recorded Deeds/Easements to well, WWTP, or pump station facilities**
- **Satisfactory construction inspection & results for all tests (Requests for all inspections must be made by going to: [https://ONSWCConstruction.as.me/.](https://ONSWCConstruction.as.me/)) No requests will be taken by phone, email or text. As per our specifications, we must be given 48-hour notice prior to any testing so that we may be in attendance. If a representative ONSWC is not present, the testing results will not be accepted. Construction**

Inspections must meet our specifications in order to pass and be accepted as satisfactory

- Water well, pump station, and/or WWTP successful start up (Requests for start ups must be made by going to: <https://ONSWCConstruction.as.me/>) No requests will be taken by phone, email, or text. We must be given at least 7 day notice prior to any start ups.
- Obtain & Transfer warranties for any and all service providers, equipment and manufacturers.
  - 2 O&M Manuals plus Electronic copy.

**\*\*PUMP STATIONS &/OR WATER WELLS MUST BE COMPLETED PRIOR TO FINAL APPROVAL OF THE SYSTEM.\*\***

**\*\*SPECIFICATIONS MAY BE FOUND BY GOING TO [WWW.ONSWC.COM](http://WWW.ONSWC.COM)\*\***