

How to Submit Water Projects Electronically to the Bureau of Safe Drinking Water (BSDW) Engineering Branch

Please review the steps below on how to submit new water projects, resubmittals, and water project completion reports to the BSDW.

Initial Submittals:

- Contact the BSDW Project Coordinator via email at ndep-dw-eng@ndep.nv.gov to inform him of a new water project. Provide the following information:
 - Public Water System (PWS) Name;
 - PWS ID Number (if an existing system);
 - Project Name; and
 - Application for Approval of a Water Project digitally signed by the water system. The Application can be found on the BSDW website under [Engineering Reviews](#).
- The Project Coordinator will reply to your email with a password-protected FTP link to upload documents individually. **Please note: BSDW can only accept PDF documents.**
 - Plan set electronically stamped and digitally signed by a Nevada P.E. in accordance with NAC 625. Plans for all engineering disciplines (Civil, Mechanical, Electrical, etc.) must be uploaded in one complete plan set. **Do not upload different discipline plan sets as separate documents and do not flatten documents after a digital signature has been added. Please reference the Nevada Board of Professional Engineers and Land Surveyors website for guidance on how to electronically stamp and digitally sign electronic documents.** <https://nvbpels.org/>
 - Design report electronically stamped and digitally signed by a Nevada P.E.;
 - Network hydraulic analysis electronically stamped and digitally signed by a Nevada P.E. (if applicable to the project);
 - Fire demand letter signed by the fire authority (if applicable to the project);
 - Performance specifications electronically stamped and digitally signed by a Nevada P.E. (if applicable to the project); and
 - Receipt of payment if paying by credit card. Credit card payments can be made on the NDEP website: <https://epayments.ndep.nv.gov>.
 - If paying by check, mail the check with the project, and in the Memo section write *BSDW Water Project*.
- The Project Coordinator will let you know if there are missing documents or issues with the submittal. **Please note that if the submittal is incomplete or contains errors, the project will not move forward in the review queue.**

- Once the submittal is deemed complete, the Project Coordinator will provide the PWS and design engineer with the BSDW-assigned plan review number. **Please be sure to reference the plan review number in all correspondence with BSDW staff.**

What needs to be included in the plan sheets?

At a minimum, the following information must be included on the plan sheets:

- Labels identifying the plan set as *For Review Only, Not for Construction, or Preliminary*;
- Table of contents on cover sheet;
- Project location;
- North arrow;
- Right of Way and Public Utility Easements in the plan view;
- Horizontal and vertical scales;
- Degree of deflection of water mains;
- Centerline and offsets;
- Special construction references in plan and profile views where minimum separation between potable and non-potable water lines cannot be met;
- Size and material of all water lines, fittings, and appurtenances;
- Standard construction notes;
- Coliform and chemical testing requirements upon project completion (if applicable);
- References to applicable standard details on the plan sheets; and
- Location of backflow prevention assemblies.

How will BSDW issue a comment letter?

If there are any comments on the project, the BSDW Project Coordinator will upload a comment letter and the associated redlined documents to the FTP link. An email will be sent to the PWS Administrative Contact, PWS Project Coordinator, PWS designated operator, design engineer, and Public Utilities Commission (if applicable) to inform them that the comments are available on the FTP website.

Resubmittals:

Contact the BSDW Project Coordinator via email at ndep-dw-eng@ndep.nv.gov to let him know you uploaded resubmittal documents to the previously provided FTP link. **Do not email resubmittal documents directly to the BSDW Review Engineer.** Upload all revised **PDF** documents in the same format as the initial submittal. In the email, please provide the following information:

- PWS Name;
- PWS ID Number;
- BSDW Plan Review Number; and
- Project Name

Regardless of how minor the change to a document is, all revised documents must be complete and not contain any omitted plan sheets and/or pages. Please provide a formal response letter to all comments. **A resubmittal with no formal response will not be reviewed. In the revised documents, please clearly identify all revisions, including revisions not requested by BSDW.**

How will BSDW issue a water project approval letter?

To be consistent with electronic review, BSDW will send the approval letter via email.

Water Project Completion Reports:

Contact the BSDW Project Coordinator via email at ndep-dw-eng@ndep.nv.gov to let him know you uploaded water project completion documents to the previously provided FTP link. **Do not email the water project completion documents directly to the BSDW Review Engineer.** Upload all revised PDF documents in the same format as the initial submittal. In the email, please provide the following information:

- PWS Name;
- PWS ID Number;
- BSDW Plan Review Number; and
- Project Name

Upload the following documents to the FTP link:

- A completed Water Project Completion Form. The Form can be found on the BSDW website under [Engineering Reviews](#);
- Coliform test results (if required per BSDW's Approval Letter);
- Water quality test results (if required per BSDW's Approval Letter); and
- As-builts (if completed). If as-builts are not completed by the time the water project completion is submitted, please upload documents when they are ready and notify the Project Coordinator.

If BSDW is satisfied with all the completion documents, the Review Engineer will advise the water system, design engineer, and designated operator via email that the potable water infrastructure may be placed into service upon full acceptance from the water system. **New treatment plants, not including standalone continuous disinfection units, may not be placed in service until the water system is invoiced, the required permit fee has been paid, and a permit to operate the treatment plant is issued by BSDW.**