



# White House Utility District

**WATER & WASTEWATER**

## Developer's Packet Water and Sewer Construction

We at White House Utility District understand the importance of helping you to meet your project deadlines. This developer's packet has been created to help streamline the review, construction, and approval of your development within the White House Utility District service area. This packet contains an outline that will help you to understand the development process, step by step. In addition to the outline, specific letters and forms that you will be required to use throughout the process have been enclosed. These are shown in the order that they are to be submitted. If, throughout the process, you have any questions, please feel free to call.

<b>Table of Contents:</b>	<b>Pg.</b>
<a href="#">Process for Water and Sewer Utility Plan Approval and Construction</a> .....	2
<a href="#">Availability of Service Request</a> .....	9
<a href="#">Development Information Form</a> .....	10
<a href="#">Proposed Meter Inquiry Form</a> .....	11
<a href="#">Recognition of WHUD Specifications (Developer)</a> .....	12
<a href="#">Request for Contractor Approval Letter</a> .....	13
<a href="#">Contractor Information Form</a> .....	14
<a href="#">Recognition of WHUD Specifications (Contractor)</a> .....	15
<a href="#">Request for Pre-Construction Meeting Letter</a> .....	16
<a href="#">Request for 60 Day Gravity Sewer Settlement Period Letter</a> .....	17
<a href="#">Request for Permission to Test Sewer Force Main</a> .....	18
<a href="#">Request for Permission to Test Gravity Sewer Installation Letter</a> .....	19
<a href="#">Request for Review of Sewer Video Inspection Letter</a> .....	20
<a href="#">Request for Coating System Inspection Letter</a> .....	21
<a href="#">Request for Water Line Pressure Testing Letter</a> .....	22
<a href="#">Contractor Certification of Disinfection Quantity Letter</a> .....	23
<a href="#">Request for Flushing and Bacteria Sampling Letter</a> .....	24
<a href="#">Tap Fees</a> .....	25

<b>WHUD Engineering Department</b>			
P.O. Box 608, White House, TN 37188 • Fax: 615-672-8098			
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Roy Dill	Project Manager	615-672-1014	<a href="mailto:cdill@whud.org">cdill@whud.org</a>
Danny Miller	Project Manager	615-672-1017	<a href="mailto:dmiller@whud.org">dmiller@whud.org</a>
Pat Harrell	District Engineer	615-672-9527	<a href="mailto:pharrell@whud.org">pharrell@whud.org</a>

## Process for Water & Sewer Utility Plan Approval and Construction

1. The developer must notify White House Utility District of his/her plans to develop within its service area by completing the [“Availability of Service Request”](#) and attaching a check made payable to White House Utility District for \$50.
2. Based on the information supplied on the Availability of Service Request, WHUD will study the existing infrastructure and determine its ability to serve the proposed development. Depending on the complexity of the request, a response will be sent in writing within 25 business days following receipt by WHUD. Please keep this in mind when trying to ensure that you meet your own project timelines. If you are notified that adequate facilities exist, you may move forward to Step 4.
3. Should adequate facilities not exist, you may additionally request an FID (Facilities Improvement Determination) Study be conducted by our District Engineer that will determine the required upgrades you would be responsible for installing in order to support your development. If you wish to have this study conducted, you may submit a request in writing along with a \$1,000 check made payable to White House Utility District. FID Study documents will be sent within two calendar months following the receipt of the request.
4. WHUD will forward a Development Agreement to the developer that outlines the developer’s obligations as well as our own. **The plan review process will not begin until the signed development agreement is returned to WHUD.**
5. Two sets of water plans and two sets of sewer plans will need to be submitted to the White House Utility District (WHUD). Additional information about the design requirements can be found in the Engineer’s packet at <http://www.whud.org/dev/EngineerPacket.pdf>. As the developer, you will benefit from becoming familiar with all of the information contained within the Engineer’s Packet. The items that should accompany your plans are:
  - a. The [“Development Information Form”](#), completely filled out.
  - b. A check made payable to White House Utility District for \$1,000 to pay for the Plan Review Fee for each utility. (\$2,000 total for Water & Sewer Plans)
  - c. If any water meters larger than 5/8” x 3/4” are shown on your plans, the [“Proposed Meter Inquiry Form”](#) will need to be filled out completely. One form is required for each meter larger than the standard 5/8 x 3/4” size.
  - d. A Master Utility Plan of your development will be necessary if your project will have any additional phases/sections at any time in the future. Additional information about the Master Plan Requirements can be found in the Engineer’s Packet at <http://www.whud.org/dev/EngineerPacket.pdf>.

The plans and the documents above will need to be sent to:

Attention: Brandi Webster  
White House Utility District  
P.O. Box 608 (USPS)  
3303 Hwy 31W (Other carriers)  
White House, TN 37188

6. Once all of the items listed above (#4 and #5a – 5d) have been received by WHUD, an initial review of the plans will be conducted, and your engineer will be notified within 21 business days if plan corrections are needed. One set of red-lined plans will be made available to the engineer, and the engineer will need to arrange to have the red-lined plans picked up from the WHUD office. The developer will receive a letter from WHUD informing him/her that corrections need to be made by the engineer.
7. The engineer should make corrections to the plans and send two sets of revised water plans and two sets of revised sewer plans back to WHUD. Within 21 business days of receipt, WHUD will review the revised plans and notify the engineer of approval if all corrections have been made. If WHUD issues comments after this review, the engineer may be required to have a meeting with WHUD to discuss the comments and any concerns. This must be done before WHUD will review any additional plan submittals. The developer will receive a letter informing him/her of the plan review status.
8. After WHUD's review meeting has been held, the engineer will need to submit revised plans for review. WHUD will respond to plan submittal within 21 business days of receipt. If WHUD issues comments after this review, the developer will be notified of deficiencies in the plans and informed that an additional nonrefundable fee of \$1,000 will be required before WHUD will continue the review process. The fee will cover three additional plan reviews. Each plan review will be completed within 21 business days of receipt.
9. Once plans have been reviewed and approved, WHUD will request the engineer to submit a minimum of eight sets of plans for each utility with all final corrections made for WHUD to stamp "Approved for Construction" along with a digital file of the drawings in .dwg or .dxf format along with a .pdf file. The file may be emailed or delivered on a CD with the plans. **\*Reminder - The approved plans will not be released to the engineer or the developer until the digital file has been received by WHUD.**
10. After WHUD has approved construction plans and notified the developer in writing, the developer or engineer will need to pick up the plans from WHUD and send them to the Tennessee Department of Environment and Conservation for approval by the Division of Water Supply (water plans) and the Division of Water Pollution Control (sewer plans). WHUD is not responsible for fees associated with TDEC's review.
11. After State approval, one set of plans is kept by the State of Tennessee, four sets of plans bearing the state agency's approval stamp per utility being installed (four for water and four for sewer) are to be sent to WHUD by the developer, and the remaining sets are for the developer's use. Remember, the contractor will be required to keep State approved plans on the job site at all times. The developer also needs to provide a copy of the state approval letter(s) to WHUD prior to scheduling a pre-construction meeting.
12. The developer will need to provide to WHUD any other applicable permits required to complete installation as well as submit the form entitled "[Recognition of WHUD Specifications \(Developer\)](#)".
13. The developer will need to contact WHUD in writing using the letter entitled "[Request for Contractor Approval](#)" along with the form entitled "[Contractor Information Form](#)". As stated on the form, copy of licenses and proof of insurance must accompany

these upon submission to WHUD. If any subcontractors are to be used, the same information must be provided for each.

14. WHUD will approve or disapprove the contractor in writing within ten business days. If the contractor is not approved, the developer must resubmit for contractor approval until a satisfactory contractor is chosen.
15. The contractor will need to supply WHUD with a minimum of three sets of material submittals containing all pertinent manufacturing and installation data as well as submit the form entitled "[Recognition of WHUD Specifications \(Contractor\)](#)".
16. WHUD will review submittals and contact the developer with any deficiencies. When submittals are complete and approved, WHUD will stamp all sets approved and contact the developer in writing to confirm submittal approval and instruct him/her to send in the form letter entitled "[Request for Pre-Construction Meeting](#)". Pre-construction meetings are conducted on Tuesdays, Wednesdays, and Thursdays. The developer, contractor, and contractor's superintendent must attend the pre-construction meeting. If the superintendent is not on the jobsite at all times during construction, the foreman must also attend.
17. The developer will be notified in writing of the pre-construction meeting date.
18. At the pre-construction meeting, the developer shall have a check made payable to White House Utility District for Inspection and Administration fees. For most residential developments involving WHUD water and WHUD sewer, these fees are calculated by multiplying \$1,000 by the number of lots for which water and sewer service is being made available.

Example: \$1,000 x 100 (lots) = \$ 100,000

Inspection and Administrative fees for commercial developments, offsite utilities, and sewer pump stations will be calculated on an individual basis and the amount will be clearly communicated to the developer prior to this meeting.

If you requested a Facilities Improvement Determination Study be performed by WHUD staff and it was determined that you will need to share in the cost of offsite water and/or sewer facilities that WHUD will construct, the associated facilities fees will also be due at the pre-construction meeting. This amount would have been clearly communicated within the FID Study documents.

19. During the pre-construction meeting, WHUD specifications, WHUD policies, and start of construction will be discussed. The developer, contractor, and contractor's superintendent must sign a form acknowledging they have read and understand WHUD's Construction Specifications prior to leaving the meeting. WHUD specification documents can be found at the bottom of the following Web site page: <http://www.whud.org/devpacket.asp>.

After Sewer Construction is complete:

- a. The developer will send WHUD the form letter entitled "[Request for 60 Day Gravity Sewer Settlement Period](#)" notifying the District that gravity sewer installation and backfill are complete and he/she wishes to begin the 60-day waiting period required for potential settlement of new gravity sewer mains and manholes.

- b. The 60-day settlement period is not required prior to testing sewer force main installations. After the completion of force main installations are confirmed by a WHUD inspector, the contractor will subject the main(s) to a preliminary pressure test. If the preliminary test passes, the developer will send WHUD the form letter entitled [“Request for Permission to Test Sewer Force Main”](#) notifying WHUD that he/she is ready to perform the test with WHUD personnel present. The developer’s contractor is responsible for contacting a WHUD inspector for scheduling.
- c. WHUD will respond to the developer in writing confirming or denying the start of this settlement period. Sixty days must elapse before WHUD will allow final testing, cleaning and televising of the gravity sewer mains and manholes, or coating inspections. (The interior coating required on all sewer manholes and wet wells may be applied during this 60-day settlement period.) NOTE: The coating system may be applied as early as during the 60-day settlement period or as late as after the cleaning and televising process. Please reference step number I. for more information regarding the coating system inspection.
- d. Once utilities have been installed, the developer will submit a letter to WHUD detailing the cost of the project. For public sewer mains, the following is an example:

Feet of Pipe	Gravity/Force Main	Diameter of Pipe	Pipe Material	\$ Amount
500	Gravity	6”	SDR 26 PVC	\$120,000
700	Gravity	6”	DIP	\$150,000
100	Force Main	4”	Class 50 DIP	\$2,000
200	Force Main	8”	C900 PVC	\$5,000
<b>Total Cost for Sewer Construction</b>				<b>\$320,000</b>

The cost should be broken down by sewer main type (gravity or force main), diameter, and pipe material. Cost should include labor, pipe, fittings, manholes, tie-ins, etc. Pump Stations, if any, should be listed as separate line items providing one lump sum for labor and materials. SCADA costs do not need to be included.

- e. The developer will be notified in writing confirming whether or not the cost breakdown is acceptable.
- f. The developer will have his/her engineer produce As-built drawings to be submitted to WHUD for approval. As-built requirements can be found within the WHUD Engineer Packet on the District’s Web site at <http://www.whud.org/docs/Engineering/Engineer%20Packet.pdf>. WHUD will review As-built drawings within five business days of receipt.
- g. WHUD will notify the developer in writing of whether or not the As-built drawings have been approved.
- h. At the end of the 60-day gravity sewer settlement period, the contractor will conduct a preliminary vacuum test of all sewer mains and manholes as well as a mandrel test of all gravity mains. If the preliminary tests pass, the developer will send WHUD the form letter entitled [“Request for Permission to Test Gravity Sewer Installation”](#) notifying WHUD he/she is ready to perform these tests with WHUD personnel present. The developer’s contractor is responsible for contacting a WHUD inspector for scheduling. Sewer force mains may be tested prior to the 60-day settlement period as long as all construction of the force main is otherwise complete and WHUD has notified the developer that such testing can take place.

*NOTE:* During the sewer testing, the contractor shall provide a knowledgeable

person to work with a WHUD GPS Technician to locate the sewer main, services, and all devices associated with the sewer construction.

- i. WHUD will notify the developer in writing of whether or not the mandrel and vacuum tests of gravity sewer mains and manholes, as well as sewer force main testing, have been completed.
- j. Cleaning and televising of the sewer mains can take place only after all installation is complete per WHUD specifications, including successful testing of gravity mains and manholes. The developer will have been previously notified during the pre-construction meeting of approved contractors capable of performing this type of work. The developer is responsible for the costs associated with this and all other required testing. NOTE: Cleaning and televising may be completed with or without the coating system in place.

Although no letter will be submitted to WHUD requesting permission to clean and televise the sewer mains, a representative for the developer must first contact a WHUD inspector to obtain permission to proceed and then work with a WHUD inspector to have them present during the cleaning and televising process, giving a minimum of five business days notice for scheduling purposes.

The developer shall provide WHUD with two digital copies of all reports, two hard copies of all reports, and two copies of the video footage associated with the inspection of new sewer mains. The form letter entitled "[Request for Review of Sewer Video Inspection](#)" must accompany the package. WHUD will review the sewer video inspections within ten business days of receipt.

- k. WHUD will notify the developer in writing of whether or not the sewer video inspection report has been approved and provide a punch list if the report is disapproved.
- l. After the sewer video inspection footage is reviewed and accepted or after all sewer video punch list items are complete, the developer may request that WHUD inspect the coating system for the entire phase by sending the form letter entitled "[Request for Coating System Inspection](#)". Other items will be inspected along with the coating system. All chimney seals and water tight inserts must be in place per WHUD specifications, and a general inspection will be made of manhole casting grade, service markers, and the overall state of the installation to ensure no damage has taken place.
- m. WHUD will notify the developer in writing of whether or not the interior coating system has been approved.
- n. Once a final walk-through inspection has been completed, WHUD will notify the developer in writing that all work in the development has been completed successfully. This letter will notify the developer that sewer taps are now available for sale through our customer service department and will list the one-year infrastructure warranty start date. Please note that the billing account will not be transferred to the homeowner until the service line has passed both a preliminary and final inspection by WHUD personnel. More information about this process can be found on our Website at <http://www.whud.org/docs/Engineering/Service%20Line%20Packet.pdf>.

After Water Construction is complete:

- a. The contractor will conduct a preliminary pressure test of the water lines, and if they pass, the developer will then send WHUD the form letter entitled [“Request for Waterline Pressure Test”](#) notifying the District he/she is ready to schedule a water line pressure test with WHUD personnel. WHUD’s inspectors will schedule a pressure test shortly after this date.  
*NOTE:* It is important that the contractor conduct a preliminary pressure test before the developer submits the form letter. If the pressure test does not pass while WHUD inspectors are present, all other developments scheduled for pressure tests will be given attention before we are able to reschedule a test for your development. During the pressure test, the contractor shall provide a knowledgeable person to work with a WHUD GPS Technician to locate the water main, valves, and all devices associated with the water construction.
- b. After the pressure test has passed, the contractor will send in the form letter entitled [“Contractor Certification of Disinfection Quantity”](#) to WHUD ensuring that disinfection levels meet the state requirement of 50 ppm throughout the distribution system.
- c. After WHUD approves the Contractor Certification of Disinfection Quantity letter, the developer will send the form letter entitled [“Request for Flushing and Bacteria Sampling”](#) requesting the line be flushed and sampled. WHUD will normally begin the flushing and sampling process within five business days of receipt of the request. **Depending on conditions of the water line, workmanship, and available chorine residual this process may or may not be successful on the initial attempt.** Special attention should be given during construction to keep the inside of the water line as free from debris as possible. Foreign matter inside the pipe is difficult to remove and can contribute to a positive bacteria sample. If needed, the contractor will be required to re-disinfect any main that fails a bacteria test or exhibits what WHUD determines to be a high chlorine demand. This process will continue until two negative bacteria tests are obtained and/or significant chlorine demands are eliminated from the new water main(s).
- d. WHUD will notify the developer in writing of whether or not negative bacteria tests have been obtained. If the tests are negative, a letter will be sent to the developer that states water service is available for fire protection only. **Domestic water services will not be available until the sewer system has been approved by WHUD.**
- e. Once utilities have been installed, the developer will submit a letter to WHUD detailing the cost of the project. For public water mains, break down the cost for each size of pipe by pipe material. The following is an example:

Feet of Pipe	Diameter of Pipe	Pipe Material	\$ Amount
1,000	6”	DIP	\$100,000
700	8”	DIP	\$91,000
<b>Total Cost for Water Construction</b>			<b>\$191,000</b>

The cost should include labor, pipe, fire hydrants, fittings, tie-ins, etc. installed along each section of specific water main diameter/material. Pump Stations, if any, should be listed as separate line items. If your project involves a large meter installation,

the line item on the cost documentation should include the meter, vault, bypass, associated pipe work, and labor. The cost to install the backflow prevention assembly/enclosure should not be included.

- f. The developer will be notified in writing confirming whether or not the cost breakdown is acceptable.
  - g. The developer will have his/her engineer produce As-built drawings to be submitted to WHUD for approval. As-built requirements can be found within the WHUD Engineer Packet on the District's Web site at <http://www.whud.org/docs/Engineering/Engineer%20Packet.pdf>. WHUD will review As-built drawings within five business days of receipt.
  - h. WHUD will notify the developer in writing of whether or not the As-built drawings have been approved. **Domestic water services will not be available until the sewer system has been approved by WHUD.**
- Once the water and sewer systems have been approved by WHUD, we will notify the developer in writing that all work in the development has been completed successfully. This letter will also state that water and sewer taps are now available for sale through our customer service department and will list the one-year infrastructure warranty start date.
  - Prior to the expiration of the one-year warranty period, WHUD will perform a final inspection of the water and sewer facilities that were installed by the developer. Any items found to be deficient will be noted and notification will be sent to the developer in writing. All deficiencies noted shall be repaired in accordance with the Development Agreement and WHUD specifications and will be done at the developer's sole expense.
- Should the developer fail to make the necessary warranty repairs within the specified time frame, WHUD will arrange for a contractor to complete the punch-list items and will bill the developer for an amount that will include the actual repair costs and an additional administration processing surcharge of 100% of the repair costs. If payment is not made in a timely manner, WHUD may choose to enforce any or all of the following:
- a. Cease the sell of taps within the development
  - b. Issue a stop work order for other projects currently under construction by the developer
  - c. Bar the developer from future water and sewer projects within the White House Utility District boundaries
  - d. Pursue legal action against the developer
- After the water and sewer construction has passed the one-year inspection, the warranty period for which the developer is responsible shall expire. WHUD will here forth assume responsibility of the water and sewer mains constructed as a result of your development.

# AVAILABILITY OF SERVICE REQUEST

Development Information			
Development Name:		Date of Request:	
Location of Property:			
Development Type: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial		City:	County:
Tax Map #	Parcel #:	Area in Acres:	
Total # of Lots/Units:	Will your development be constructed in more than one phase? <input type="checkbox"/> Yes <input type="checkbox"/> No		* If Yes, a Master Utility Plan needs to accompany this request.
Estimate of when construction will begin:		Estimate of when service will begin:	
High Point Elevation:		Low Point Elevation:	
What Planning Authority does this fall under?		Sewer Provider:	
Are you required by your local planning authority to install a fire sprinkler system, whether Residential or Commercial? <input type="checkbox"/> Yes <input type="checkbox"/> No  If Yes, provide the following information telling us your system requirements:  Static Pressure: _____ Flow Rate (gpm): _____  Residual Pressure: _____		If WHUD will be your sewer provider for a commercial development, state the maximum projected sewer flows in gallons per day: _____	
		<input type="checkbox"/> White House Utility District <input type="checkbox"/> City of Goodlettsville <input type="checkbox"/> City of Millersville <input type="checkbox"/> City of Ridgetop <input type="checkbox"/> City of White House <input type="checkbox"/> Hendersonville Utility District <input type="checkbox"/> None / Septic	
Do you have any Fire Hydrant Flow Requirements: <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, provide the following information telling us the requirements set forth by your local planning authority:  Static Pressure: _____  Residual Pressure: _____  Flow Rate (gpm): _____		Do you have any Commercial Domestic Flow Requirements: <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, provide the following information telling us the requirements set forth by your local planning authority:  Static Pressure: _____  Residual Pressure: _____  Peak Flow Rate (gpm): _____  Max Daily Flow Rate: _____	
Do you have any Irrigation Flow Requirements: <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, provide the following information telling us the requirements set forth by your local planning authority:  Static Pressure: _____  Residual Pressure: _____  Peak Flow Rate (gpm): _____  Max Daily Flow Rate: _____			
Developer/Owner Information			
Company Name:		Contact Name:	
Address: <i>(This is the address you wish all correspondence from WHUD to be sent.)</i>			
Phone:	Fax:	Email:	
Engineer Information			
Company Name:		Contact Name:	
Address: <i>(This is the address you wish all correspondence from WHUD to be sent.)</i>			
Phone:	Fax:	Email:	

A \$50 check made payable to White House Utility District must accompany this request. Depending on the complexity of the request, a response will be sent between 5-25 business days following receipt by WHUD. Please keep this in mind when trying to ensure that you meet your own project timelines. The response will include a determination of the adequacy of the existing facilities to serve the proposed development based upon the information supplied above. Should adequate facilities not exist, you may additionally request an FID (Facilities Improvement Determination) Study be conducted by our District Engineer that will determine the required upgrades you would be responsible for installing in order to support your development. If you wish to have this study conducted, you may submit a request in writing along with a \$1,000 check made payable to White House Utility District. FID Study documents will be sent within two calendar months following the receipt of the request.

## DEVELOPMENT INFORMATION FORM

Development Information		
Development Name:		
Location of Property:		
Phase:	Section:	City:
County:	Tax Map #:	Parcel:
Area in Acres:	Development Type: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial	
Number of Lots/Units:	Estimate of when construction will begin:	
	Estimate of when service will begin:	
Fire protection flow requirements: <i>(gallons per minute required for sprinkler system, fire hydrants, etc. Do not leave blank.)</i>		
<b style="text-align: center;">Water Provider:</b> <input type="checkbox"/> White House Utility District <input type="checkbox"/> Hendersonville Utility District		<b style="text-align: center;">Sewer Provider:</b> <input type="checkbox"/> White House Utility District <input type="checkbox"/> City of Goodlettsville <input type="checkbox"/> City of Millersville <input type="checkbox"/> City of Ridgetop <input type="checkbox"/> City of White House <input type="checkbox"/> Hendersonville Utility District <input type="checkbox"/> None / Septic

Developer Information		
Company Name:	Contact Name:	
Address: <i>(This is the address you wish all correspondence from WHUD to be sent.)</i>		
Phone:	Fax:	Email:

Engineer Information		
Company Name:	Contact Name:	
Address: <i>(This is the address you wish all correspondence from WHUD to be sent.)</i>		
Phone:	Fax:	Email:

## PROPOSED METER INQUIRY FORM

This form must be filled out completely in order for WHUD to ensure your project is matched with the correct size water meter that will meet the needs of your project.

**(One form needs to be filled out for each water meter larger than 3/4" in size)**

Is this a NEW structure or development?       Yes       No

Date of Inquiry:	Date Service is Required:	
Company Name: <i>(leave blank if residential)</i>		
Contact Name:		
Phone:		
Address / Location of Proposed Meter:		
Size of Proposed Meter: <input type="checkbox"/> 1" <input type="checkbox"/> 2" <input type="checkbox"/> 4" <input type="checkbox"/> 6" <input type="checkbox"/> 8"		
Usage of Proposed Meter: <input type="checkbox"/> Commercial      or <input type="checkbox"/> Residential		
Please complete only one of the three boxes below:		
<input type="checkbox"/> Domestic Only  <hr style="width: 100%;"/> Maximum anticipated flow in gallons per minute	<input type="checkbox"/> Irrigation Only  <hr style="width: 100%;"/> Maximum anticipated flow in gallons per minute	<input type="checkbox"/> Fire Protection & Domestic  <hr style="width: 100%;"/> Maximum anticipated FIRE flow in gallons per minute  <hr style="width: 100%;"/> Maximum anticipated DOMESTIC flow in gallons per minute
<p><i>Please Note: You will be required to install a backflow preventer, and your device must be tested by WHUD personnel prior to receiving water service from this meter.</i></p> <p>The Engineering Department will review this request and contact you within fifteen business days.</p>		

# Developer Recognition of WHUD Specifications for Water and Wastewater Construction

---

(Subdivision, Phase, Section)

I have read and understand White House Utility District's Construction Specifications. I acknowledge them and will require my contractor to abide by them throughout the entire project.

---

(Developer Printed Name)

---

(Developer Signature)

---

(Date)

# REQUEST FOR CONTRACTOR APPROVAL

\_\_\_\_\_  
(DATE)

White House Utility District  
Attn: Brandi Webster  
P.O. Box 608  
White House, TN 37188  
Fax: 615-672-8098

Dear Mrs. Webster:

I would like to request approval for \_\_\_\_\_ to install my  
(Contracting Company)

utilities for proposed development. I understand this approval is valid only for

\_\_\_\_\_. The contact for my contractor is \_\_\_\_\_  
(Development Name, Phase, Section) (Name)

and he can be reached at \_\_\_\_\_.  
(Phone #)

If you have any questions, I can be reached at \_\_\_\_\_.  
(Phone Number)

Sincerely,

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

## CONTRACTOR INFORMATION FORM

Development Name: \_\_\_\_\_

Phase #: \_\_\_\_\_

Section #: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Contractor's Address: \_\_\_\_\_

\_\_\_\_\_

Contractor's Phone Number: \_\_\_\_\_

Contractor's Fax Number: \_\_\_\_\_

Contractor's E-mail Address: \_\_\_\_\_

Contractor's Contact/Foreman: \_\_\_\_\_

Contact/Foreman's Phone Number: \_\_\_\_\_

Please attach copies of the contractor's license and insurance certificate.

License must have MU classification and be up-to-date.

Insurance requirements are as follows:

- General Liability Each Occurrence \$1,000,000
- General Aggregate \$2,000,000
- Workers Compensation and Employers' Liability

# **Contractor Recognition of WHUD Specifications for Water and Wastewater Construction**

---

(Subdivision, Phase, Section)

I have read and understand White House Utility District’s Construction Specifications. I acknowledge them and will abide by them throughout the entire project.

---

(Contractor Printed Name)

---

(Contractor Signature)

---

(Date)

# REQUEST FOR PRE-CONSTRUCTION MEETING

\_\_\_\_\_  
(DATE)

White House Utility District  
Attn: Brandi Webster  
P.O. Box 608  
White House, TN 37188  
Fax: 615-672-8098

Dear Mrs. Webster:

I have already provided to WHUD:

- Four sets of state approved plans for each utility I will be installing
- Three copies of material submittals that have been approved by WHUD
- Contractor Request Form
- Contractor Information Form along with license and insurance information

Therefore, I am requesting a pre-construction meeting for \_\_\_\_\_.  
(development, phase, section)

I am requesting the meeting be held on \_\_\_\_\_. The developer,  
(Month, Day, Year)  
contractor, and contractor foreman for this project are available and will attend this meeting. The people who will attend are:

Name(s) of contractor representative(s): \_\_\_\_\_

Name of contractor's foreman: \_\_\_\_\_

Name(s) of developer representative(s): \_\_\_\_\_

**I understand that if I decide to use a different foreman after this pre-construction meeting, for any reason, I will be required to attend an additional pre-construction meeting with the new foreman present.**

If you have any questions I can be reached at (\_\_\_\_\_)\_\_\_\_\_.  
(Phone Number)

Sincerely,

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

**REQUEST FOR 60 DAY GRAVITY SEWER  
SETTLEMENT PERIOD**

\_\_\_\_\_  
(DATE)

White House Utility District  
Attn: Brandi Webster  
P.O. Box 608  
White House, TN 37188  
Fax: 615-672-8098

Dear Mrs. Webster:

The sewer line construction for \_\_\_\_\_ has been  
(development, phase, section)  
completed and installed to WHUD specifications. I would like to request that White  
House Utility District start the 60 day settlement period based on the above given date.

If you have any questions, I can be reached at \_\_\_\_\_.  
(Phone Number)

Sincerely,

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

**REQUEST FOR PERMISSION TO  
TEST SEWER FORCE MAIN INSTALLATION**

\_\_\_\_\_  
(DATE)

White House Utility District  
Attn: Brandi Webster  
P.O. Box 608  
White House, TN 37188  
Fax: 615-672-8098

Dear Mrs. Webster:

The sewer force main installation for \_\_\_\_\_ was  
(Development, Phase, Section)  
completed on \_\_\_\_\_. All WHUD requirements have been fulfilled per  
(Date)  
WHUD specifications. A representative from \_\_\_\_\_ will be contacting a  
(Contractor – Company Name)  
WHUD inspector to schedule a date to test the sewer force main in the development.

If you have any questions, I can be reached at \_\_\_\_\_.  
(Phone Number)

Sincerely,

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

# REQUEST FOR PERMISSION TO TEST GRAVITY SEWER INSTALLATION

\_\_\_\_\_  
(DATE)

White House Utility District  
Attn: Brandi Webster  
P.O. Box 608  
White House, TN 37188  
Fax: 615-672-8098

Dear Mrs. Webster:

The sewer main installation for \_\_\_\_\_ was completed  
(Development, Phase, Section)  
on \_\_\_\_\_. A 60 day settlement period and all other WHUD requirements  
(Date)  
have been fulfilled per WHUD specifications. A representative from

\_\_\_\_\_ will be contacting a WHUD inspector to schedule a date to test  
(Contractor – Company Name)  
the sewer mains and manholes in the development.

If you have any questions, I can be reached at \_\_\_\_\_.  
(Phone Number)

Sincerely,

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

# REQUEST FOR REVIEW OF SEWER VIDEO INSPECTION

\_\_\_\_\_  
(DATE)

White House Utility District  
Attn: Brandi Webster  
P.O. Box 608  
White House, TN 37188  
Fax: 615-672-8098

Dear Mrs. Webster:

The video inspection for \_\_\_\_\_ has been completed  
(Development, Phase, Section)  
and is now ready for your review. I am submitting two DVD copies of the video inspections, two paper copies of the inspection reports, and two digital copies of the inspection reports. I understand these reports must be approved by your office prior to going further in the development process.

If you have any questions, I can be reached at \_\_\_\_\_.  
(Phone Number)

Sincerely,

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

# REQUEST FOR COATING SYSTEM INSPECTION

\_\_\_\_\_  
(DATE)

White House Utility District  
Attn: Brandi Webster  
P.O. Box 608  
White House, TN 37188  
Fax: 615-672-8098

Dear Mrs. Webster:

The manhole coating system for \_\_\_\_\_ has been  
(development, phase, section)

Installed. I would like to request that White House Utility District inspect the coating system to make sure it was applied to WHUD's specifications. I understand approval of the coating system application must be obtained prior to WHUD releasing water and sewer service.

If you have any questions, I can be reached at \_\_\_\_\_.  
(Phone Number)

Sincerely,

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

# REQUEST FOR WATER LINE PRESSURE TESTING

\_\_\_\_\_  
(DATE)

White House Utility District  
Attn: Brandi Webster  
P.O. Box 608  
White House, TN 37188  
Fax: 615-672-8098

Dear Mrs. Webster:

Water line construction for \_\_\_\_\_ has been completed  
(development, phase, section)  
and is now ready for pressure testing. I would like to request that White House Utility District schedule a time to begin testing all water mains and services. I understand a successful pressure test must be completed prior to moving forward with the development process.

If you have any questions, I can be reached at \_\_\_\_\_.  
(Phone Number)

Sincerely,

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

# CONTRACTOR CERTIFICATION OF DISINFECTION QUANTITY

\_\_\_\_\_  
(Date)

White House Utility District  
Attn: Brandi Webster  
P.O. Box 608  
White House, TN 37188  
Fax: 615-672-8098

Re: Project Name: \_\_\_\_\_

WHUD Job #: \_\_\_\_\_

TDEC Job #: \_\_\_\_\_

Diameter of Water Main	Linear Footage of Water Main

Dear Mrs. Webster:

By my signature below, I certify that at least \_\_\_\_\_ pounds of 65% available HTH Chlorine were used to disinfect the newly constructed water mains in the development mentioned above.

Sincerely,

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

# REQUEST FOR FLUSHING AND BACTERIA SAMPLING

\_\_\_\_\_  
(DATE)

White House Utility District  
Attn: Brandi Webster  
P.O. Box 608  
White House, TN 37188  
Fax: 615-672-8098

Dear Mrs. Webster:

The construction for \_\_\_\_\_ has been  
(development, phase, section)

completed and is now ready for flushing and bacteria sampling. I would like to request that White House Utility District schedule a time to begin flushing and sampling of all water mains. I understand two negative bacteria samples must be obtained prior to water service becoming available. I have made the necessary preparations to collect and contain all water discharged during the flushing process and accept responsibility for any and all erosion that may occur.

If you have any questions, I can be reached at \_\_\_\_\_.  
(Phone Number)

Sincerely,

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

## WHUD TAP FEES

5/8 x 3/4" Water.....	\$2,000 + \$50 New Account Setup Fee (WHUD provides meter & all materials, installs meter, and makes the tap.)
5/8 x 3/4" Irrigation.....	\$1200 + \$50 New Account Setup Fee (WHUD provides meter & all materials for making the tap, installs meter, and makes the tap. For residential irrigation use only. Available only in addition to the purchase of the domestic water meter listed above. Additional costs to the homeowner will include a backflow prevention device and contracting with a plumber for its installation.)
1" Water.....	\$2,800 + \$50 New Account Setup Fee (WHUD provides meter & all materials, installs meter, and makes the tap.)
2" Water .....	\$4,000 + \$50 New Account Setup Fee (WHUD provides meter-Contractor must provide labor & all other materials and is responsible for making the tap)
4" Water.....	\$7,000 Capacity Fee Only + \$50 Account Setup Fee (Contractor must provide all labor, materials, and meter per WHUD specs.)
6" Water.....	\$10,200 Capacity Fee Only + \$50 Account Setup Fee (Contractor must provide all labor, materials, and meter per WHUD specs.)
8" Water.....	\$13,600 Capacity Fee Only + \$50 Account Setup Fee (Contractor must provide all labor, materials, and meter per WHUD specs.)
Sewer Capacity Fee.....	\$2,700 (For each equivalent residential connection. Retail, commercial, and Multifamily fees will be calculated on a case by case basis.)

All fees listed are for the tap only when connecting to existing WHUD mains and do not apply to subdivision main extensions. The customer is responsible for the connection from the tap to the home or business.

## RECAP OF DEVELOPMENT FEES

Availability Letters for Water and/or Sewer .....	\$50 per letter
Facilities Improvement Determination Study.....	\$1,000 per development
Construction Plan Review.....	\$1,000 per phase
Water Construction Administration & Inspection Fee.....	\$500 per lot
Sewer Construction Administration & Inspection Fee .....	\$500 per lot