



Construction Completion Report Form for Submittal Exception Process

In accordance with WAC 246-290-120(5), a **Construction Completion Report Form** is required for all approved construction projects. Purveyors **must** submit a Construction Completion Report to the Department of Health (DOH) within sixty (60) days of completion and before use of any water system facility. This includes any storage tank and booster pump facilities reviewed under the submittal exception process as provided by WAC 246-290-125(3). Under the submittal exception process for other distribution-related facilities (including distribution main projects), designed by a professional engineer but not submitted to DOH for approval, the report does not need to be submitted. However, the purveyor **must** keep the Construction Completion Report on file and make it available for review upon request by DOH in accordance with WAC 246-290-125 (2)(b) and WAC 246-290-125(3)(f).
Furthermore:

- (1) The report form **must** bear the seal, date and signature of a professional engineer (PE) licensed in the state of Washington;
- (2) If project construction is being completed in stages, attach a description of the portion of the project being completed as approved that is acknowledged by a PE on the date given below;
- (3) As future portions of staged construction projects are completed, each **must** be acknowledged by a PE; and
- (4) Per WAC 246-290-120(5)(c), the amount of change in the physical capacity of a system must be documented, if the project results in a change in physical capacity.

Please type or print legibly in ink:

	DOH System ID No.: _____	
Name of Water System		
Name of Purveyor (Owner or System Contact)		
	Date WSP Approved by DOH _____	
Mailing Address		
City	State	Zip

Type of Project (check all that apply):
 (Project must be identified in the CIP of the Water System Plan)

Booster Pump Station(s) - If checked send form to DOH
 Reservoir and Storage Tank(s) – If checked send form to DOH
 Pressure Tank(s)
 Internal Tank Coating
 Transmission Main(s)
 Other (specify):

For project reports and construction documents that have not been reviewed by DOH, provide name of PE who completed *Engineering Design Review Report Form* (a departmental form):

Name of PE Shown as Review Engineer

If you need this publication in an alternate format, call (800) 525-0127. For TTY/TDD call (800) 833-6388.