



Engineering and Planning

Construction Completion Report for Submittal Exception Process

331-146-F • Updated August 2022

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.

Name of Water System

DOH System ID No.: _____

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

Project Name and Descriptive Title

Check one:

☐ Entire Project Completed. ☐ Description of Portions Completed.

Complete (Attach additional sheets as needed).

Professional Engineer's Acknowledgment

The undersigned professional engineer (PE), or their authorized agent, has inspected the above-described project which, as to layout, size and type of pipe, valves and materials, reservoir and other designed physical facilities, has been constructed and is substantially completed in accordance with construction documents reviewed by the purveyor's engineer or approved by the DOH. In the opinion of the undersigned engineer, the installation, physical testing procedures, water quality tests, and disinfection practices were carried out in accordance with state regulations and principles of standard engineering practice.

I have reviewed the disinfection procedures ☐ , pressure test results ☐ , and results of the bacteriological test(s) ☐ for this project and certify that they comply with the requirements of the construction standards/specifications approved by the DOH. (Check all boxes that apply that are consistent with the nature of the project.)

This project changes the physical capacity of the system to serve consumers. The system is now able to serve _____ equivalent residential units (ERUs.) ☐ Not applicable

Name of Engineering Firm**

Name of PE Acknowledging Construction

PE's Seal

Mailing Address**

City State Zip**

Engineer's Signature Date

**Complete if PE acknowledging construction completion is not employed directly by water system.

Please return completed form to DOH regional office checked below if the project is for new storage tanks or booster pump stations. For all other distribution related projects, please maintain on file.

☐ Northwest Drinking Water

Phone: 253-395-6750

Fax: 253-395-6760

dw.nwro.wsprojects@doh.wa.gov

☐ Southwest Drinking Water

Phone: 360-236-3030

Fax: 360-664-8058

swro.admin@doh.wa.gov

☐ Eastern Drinking Water

Phone: 509-329-2100

Fax: 509-329-2104

eroadmin@doh.wa.gov

The purveyor must attach a completed Water Facilities Inventory (WFI) form in accordance with WAC 246-290-120(6), if applicable. Contact the regional office in your area for WFI forms or additional Construction Completion Report forms.



To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email doh.information@doh.wa.gov. If in need of translation services, call 1-800-525-0127.