**Required Documentation for Private Construction**

**Property Owner or Owner’s Representative to submit:**

1. PWSA approved and signed private construction mylars (can be included on tap-in plans or separate depending on scope of work)
2. Signed developer’s agreement
3. Construction cost estimate
4. Performance bond or letter of credit for 100% cost of construction
5. Escrow check for inspection fees – amount to equal 10% of cost of construction. If inspections fees incurred throughout project are more than 10%, PWSA will request more funds
6. Signed and recorded easements, if applicable
7. Highway Occupancy Permit if work to occur on a PennDOT owned road
	1. Maintenance bond of 20% the cost of construction
	2. Maintenance of Traffic Plan
8. Insurance Certificate identifying PWSA as additional insured
	1. Commercial General Liability - $1 million per occurrence and in the aggregate
	2. Automobile Liability - $1 million per occurrence and in the aggregate
9. Upon completion of construction, an 18-month maintenance bond for 20% the cost of construction.

**Installation Requirements**

1. Schedule of Construction
2. Signed contract between developer and contractor with PWSA as the third-party beneficiary
3. Construction Materials – shop drawings and receipts from sources of supply for all materials (i.e. pipe, manholes, catch basins, valves, backfill, etc.) to substantiate compliance with PWSA specifications
4. Pre-Construction Meeting
5. Pre-Construction Notice not less than 3 days prior to construction
6. 10 days’ notice of inspections
7. As-built Drawings – PWSA will not accept the facilities or release any bonds without receiving as-builts

NOTE: Drawings will not be released, and inspections will not occur until all the required documentation is submitted and approved. Notifications of construction and inspections must be made in a timely manner according to development agreement.

Property Owner or Authorized Owner’s Representative has read and understands the requirements listed above.

Signature Date

Print Name