



# City of Columbia Utilities and Engineering

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## UTILITY SERVICE CONNECTION

For Commercial projects a Service Connection Plan must be submitted with the following information.

- All projects with sewer flows resulting in an increase flow of greater than 4,000 gallons per day will require a CAP review. Please visit the following link for more information: <http://www.columbiasc.net/wastewater/regulatory-programs/capacity-assurance> or please call 803-545-3400.
- Two sets of scaled plans on 24" x 36" sheets with following information if for service only. *If on-site hydrants are required, a DHEC package may be required (See Utility Main Construction)*
- Label existing water and sewer mains by showing the main's sizes and associated record drawing verification information (i.e. city file#, project name, etc.). For record drawing verification information please contact Special Services at (803) 545-3400.
- Vicinity Map (with north arrow).
- Tax Map Sheet number and address.
- Show property boundaries with dimensions and north arrow;
- Verify if property is contiguous to City limits. Contiguous properties must provide copy of annexation petition verification prior to plan review. Contact Development Services at (803) 545-3483.
- Show adjacent roadways and properties, including owner of road and road number, TMS numbers, addresses, and business names on property in question and adjacent parcels.
- Show building outline on site.
- Indicate building size, height, and use.
- Show the proposed water meter's size and location. If the meter's size is 4" or greater provide details of the meter vault and show the location of the back flow preventer.
- Show proposed Sanitary Sewer Tap location, size and loading, if City of Columbia's.
- All proposed food establishments (i.e. Restaurants, Delis, Cafeterias) must have grease interceptors and **must be approved by Stephen Sealey, Wastewater Compliance Manager (803-545-0208 or sbsealey@columbiasc.net): Please email Stephen Sealey the following** and make sure this is also shown on the formally submitted plans: a copy of the site plans or plumbing plan showing the location, size and details of the interceptor, seating plan, description of food preparation, hours of operation, etc. Grease Interceptor Calculations are also needed and must be in accordance with the Grease Trap Sizing Guide and can be found here: <http://www.columbiasc.net/wastewater/regulatory-programs/fats-oils-grease> along with other grease interceptor information.
- All Automotive/Carwash Establishments connected to the City's sewer system must have an Oil/Sand/Water Separator and must be approved by Stephen Sealey (803-545-0208 or sbsealey@columbiasc.net): **Please email Stephen Sealey** the location and details of proposed Oil/Sand/Water Separator and also show this information on the formally submitted plans. More information can be found here: <http://www.columbiasc.net/wastewater/regulatory-programs/fats-oils-grease>
- Show anything that may interfere with water and sewer tap installation, i.e. other utilities, easements, ditches, other pipes, shrubbery, steep grades, etc. Water and sewer service should be shown completely on plans including verifying information on the main to be connected to.

- Do site accesses meet International Fire Codes? (If building is greater than 30' high, is access of appropriate size and proximity?);
  - (a) Twenty-six (26) feet wide where appropriate;
  - (b) Is appropriate turn around provided? If road is longer than 100 ± feet must provide turn around.
  - (c) Is second access required?
  - (d) Do all fire accesses accommodate sixty-foot (60) radii turns?
  - (e) Is all access all weather surfaced and able to support 78,000 lb. vehicle?
- Is building required to be sprinkled? Building plans examiner would indicate this requirement. Determine prior to utility connection submittal. Contact Plans Examiner at (803) 545-3427.
- Proposed Fire Sprinkler Systems: Provide a copy of the City of Columbia Fire Hydrant Test Letter. For further information please call (803) 545-3400.
- Show FDC (Fire Department Connection) location, if applicable. Fire Hydrant must be within 100' of FDC and not crossing a major road.
- Indicate backflow preventer location (inside building is preferred and if inside building, note on plans).
- Show location of nearest Fire Hydrant. Fire hydrant must be within 500' of furthest building corner as measured along the travel-way and not crossing a major road.
- Show any and all pavements, parking areas, turning radii, etc. Label sidewalks, pavements, curb and gutter, easements, etc.
- Ensure proposed signs, other utilities apparatus do not encroach in City of Columbia utility easements. Contact Real Estate Division at (803) 545-3400.
- Show City utility easements around all proposed water services and fire hydrants not located within a right-of-way.
- Owner's name (person) and corporate names and addresses with telephone and fax numbers;
- Engineer's name (person) and corporate name and address with telephone and fax numbers. (Make certain all addresses and addressee's are correct)
- Grading and Drainage plans.
- Include calculations for proposed sewer flow (if within City of Columbia sewer service area), either on the plans or include as a supplement to the plans, indicating proposed average daily sewer flow (gallons per day).

*Please note that this is a guide to plan preparation and may not be completely applicable to all situations.*