

**The Drinking Water Safety Act
Permit to Construct or Alter a Public Water System (PWS)**

Permit Application: Checklist

Approval Form ODW-AF-01 (updated February 2023)

The following items **must be submitted** as part of an application:

- One completed Permit Application Form (attached).
- One printed set of 11×17 drawings sealed by a professional engineer.
- One printed copy of project construction specifications, where available.
- One printed copy of a pre-design report or a design brief/ letter including:
 - Project description including design population and objectives (i.e., upgrade to meet the manganese standard or address a BWA, expand to increase capacity).
 - Summary of critical design parameters including capacity, rates and redundancy for each proposed water system component: well/ intake, raw water pipeline, treatment unit, water storage unit, pumping station, distribution system.
 - A statement from the design engineer on general conformance with Ten State Standards noting any significant deviations with technical justification.
 - Proposed schedule: period of construction, anticipated operational date.
 - For existing systems, expected construction and commissioning procedures including whether a supply interruption, bypassing critical treatment equipment, or other potential impacts to drinking water safety may be required.
- One set of permit documents in electronic (pdf) format on a USB flash drive or emailed.

The following additional items **must be submitted depending on the type of project**:

- For a **new well/ intake**: ODW general chemistry analysis, bacterial test, general description of local land use, and potential contamination sources within 200m.
 - For a well: construction report (i.e., well log), preliminary assessment of vulnerability to surface water influence (i.e., GUDI risk factor review).
- For **new or upgraded water treatment** processes:
 - Lay-out and detailed process schematic of the proposed treatment train.
 - Equipment specifications including capacity, chemicals and dosages, proof of certification or validation, performance guarantees, acceptance testing.
 - Suitability for the proposed source and system including any pilot test results.
 - Filtration log removal, disinfection inactivation and contact time calculations performed in accordance with Office of Drinking Water guidelines.
 - Anticipated compliance with health-based water quality and treatment standards, and ability to address aesthetic objectives.
 - A completed *Application for Water Treatment Facility Classification* under the Water and Wastewater Facility Operators Certification Program; email: wwopcert@gov.mb.ca
 - Alarm and monitoring capabilities (i.e., call-out alarm, ability to record and report on-line, maximum 5-minute interval chlorine or turbidity measurements).
- For a **new distribution system or watermain extension**: estimated water demands, confirmation that the water system has the capacity to meet these demands.

Submission Instructions: Submit the permit application package to:

Office of Drinking Water
Box 19
14 Fultz Blvd
Winnipeg, MB R3Y 0L6
drinkingwater.approvals@gov.mb.ca

The Drinking Water Safety Act
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Permit Application: Form
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Section 1: Owner/ Proponent Information

Legal Name of Owner of Water System Works during Construction/ Permit Holder – Municipality, Department, Corporation (Inc. or Ltd.) or Individual:		
Mailing Address:		
City/ Town/ Village:	Province:	Postal Code:
Telephone:	Email:	

Section 2: Project Identification

Constructing a new public water system or Altering an existing public water system

Name of Public Water System and PWS Code (for alterations to an existing system):
Project Location (i.e., Section/ Township/ Range, Rural Municipality, Address):

Section 3: Registered Professional Engineer

Name:	
Firm/ Company:	
Telephone:	Email:

Section 4: Certification

The information contained in this application is complete and accurate to the best of my knowledge.

Signature of Owner/ Owner's Representative

Date

<p>Personal information is collected under the authority of The Drinking Water Safety Act and its pursuant regulations, and is used to issue permits and licences, and for enforcement purposes. Information collected is protected by the privacy provisions of The Freedom of Information and Protection of Privacy Act. If you have any questions, contact the Access & Privacy Coordinator.</p>
