

**INSTRUCTIONS – Form DW-3**

Listed below are explanations of selected portions of form DW-3. If you need further information about any item, contact the **Water Infrastructure Branch, Engineering Section** at (502) 564-3410 or by e-mail at [WIBEngineering@ky.gov](mailto:WIBEngineering@ky.gov). The completed application should be submitted via the “Water Infrastructure Branch Engineering Section” eForm available on the [Energy and Environment Cabinet \(EEC\) eForms website](#) with any enclosures and applicable review fee. Instructions for submitting the application via eForm can be found on the [Drinking Water Distribution and Treatment Plant Construction Approvals](#) webpage of the [EEC website](#). If unable to submit via eForm, mail the application with enclosures to the Division of Water, Water Infrastructure Branch, 300 Sower Blvd, Frankfort, KY 40601. The complete requirements for construction permits are in Kentucky’s administrative regulation [401 KAR 8:100](#) with definitions for terms in [401 KAR 8:010](#).

**I. Construction Project Information**

Project County List the county/counties in which the project will be constructed.  
 Latitude/Longitude Provide the latitude and longitude (in Degrees, Minutes, Seconds - DMS) which provides the general location of the project and for any major construction item.

**II. Owner’s Information**

Owner Name Name of the entity that will ultimately own and maintain the items of the construction project.  
 Address Location where correspondence should be sent.

**III. Design Considerations**

Plans and Specs Plans should be submitted electronically via the [EEC eForms](#) webpage. Plans submitted electronically shall meet the requirement of [201 KAR 18:104](#) regarding the engineer’s digital signature. For physical submittals, submit either 1 set of plans (no larger than 24” x 36”) and a PDF copy of the plans and specifications (preferred) or 2 sets of plans (none larger than 24” x 36”) with one of the 2 sets of plans being no larger than 11” x 17” along with one printed copy of the specifications manual. Plans submitted as a PDF shall be submitted as a single PDF file and shall contain a P.E. seal, signature and date of signature. If the plans and specifications are to be submitted as hard copies only, the DOW requests that the one set of specifications be submitted unbound. All plans shall contain a P.E. seal, signature and date of signature with at least one of the sets of plans submitted having an original seal and signature. Projects for Semi-Public Water Systems do not require the plans to be signed stamped and dated by a Licensed Professional Engineer.

Variances Any deviation from [“Ten States’ Standards,” 2012 edition](#) or the [KDOW General Design Criteria for Surface and Ground Water Supplies](#), must be submitted to the Division of Water in writing with a variance request containing the basis for the deviation, supported by current engineering practice. Other alternative measures may be approved if the applicant submits the basis for the alternatives, and the alternatives provide sufficient treatment. See [401 KAR 8:100](#) for additional details.

Source of Raw Water Name of water source or aquifer.  
 Certified Well Driller Additional information on the certified well driller program can be found at the [Well Driller Certification Program](#) webpage of the [EEC website](#).

Cisterns If a cistern will be used, then the name of the public water system providing the water must be provided.

Number of Customers This shall include all residences, employees, customers, etc that will have access to the facilities.  
 System Classification See the table below to determine the classification of your water system.

<b>Water System Classification</b>	<b>Description</b>
Community Water System	A public water system that supplies water to at least twenty-five (25) people or has at least 15 service connections and serves water to the same population year-around.
Non-Transient Non-Community Water System	A public water system that supplies water to at least twenty-five (25) people or has at least 15 service connections serving the same people at least sixty days, over six months per year, but not year-round.
Transient Non-Community Water System	A public water system that does not supply water to the same people and serves at least twenty-five (25) people or at least 15 service connections not over six months per year.

Semipublic Water System	A water system that does not fit any of the above definitions. A water system that does not provide service more than sixty days per year or does not serve more than twenty-five (25) people.
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Plumbing Fixtures List the number of each fixture for each category where applicable.  
 Certified Labs A list of certified labs can be obtained by emailing the Division of Water at [DOWLabCertification@ky.gov](mailto:DOWLabCertification@ky.gov). For additional information on the Laborator Certification program see the Division of Water's [Drinking Water Lab Certification Program webpage](#).

Chemical Analysis All water systems are required to submit the chemical and microbiological monitoring results at the time of application submittal to the Water Infrastructure Branch. In addition, see the table below to determine sampling requirements depending on your system classification. Contract the Division of Water for additional information on sampling requirements.

Water System Classification	Inorganic	SOC	VOC	*Secondary	Radionuclide	E.Coli	TOC
Public-Community	Required to submit	Required to Submit	Required to submit	Required to submit	Required to submit	Required to submit	Required to submit
Public Non-Community Non-transient	Required to submit	Required to submit	Required to submit	Required to submit	NA	Required to submit	Required to submit
Public Non-Community Transient	Submit only nitrate and nitrite	NA	NA	Required to submit	NA	Required to submit	Required to submit
Semipublic	Submit only nitrate and nitrite	NA	NA	Required to submit	NA	Required to submit	Required to submit

**IV. Fees**

Plans and Specification Review Fees are listed in [401 KAR 8:050](#). The construction permit fee must be submitted with the completed permit application. The fee should be paid electronically with the eForm submittal. Applications submitted physically must include a check or money order, made payable to the **Kentucky State Treasurer**, for the applicable amount as indicated below. Fees are not applicable if project is funded by a municipality, water district, or other publicly owned utilities.

Semipublic	\$ 50.00
Non-Community (serving less than 100 people)	\$ 100.00
Non-Community (serving more than 100 people)	\$ 200.00
Change to a water system serving more than 100 people	\$ 100.00
Change to a water system serving 100 people or less	\$ 50.00

Enter the category and the dollar amount submitted.