Durham County Utilities Division:
Authorization to Construct (ATC) Guidance

An Industrial User plans to construct or modify a pretreatment process.

Durham County will review preliminary information to determine if an ATC letter is required.

Is an ATC letter required?

YES

At least 90 days prior to beginning construction, the Industrial User shall submit to Durham County:

1. A Letter requesting ATC listing all proposed pretreatment units
2. ATC fee (invoiced by Durham County per current fee schedule at time of submittal)
3. Color-coded plumbing plans stamped by a NC certified PE that show origination and use of all drain lines tied to pretreatment units
4. Any applicable specification sheets, schematics, details, etc.

NOTE: Industry shall schedule a Pre-submittal meeting with Durham County at the time of submittal to give a general overview of color-coded plumbing plans and pretreatment units

Durham County will review a completed submittal within 30 business days.

NOT APPROVED

Durham County will provide the Industrial User with a list of comments and questions regarding the submittal.

Industrial User shall submit the following to Durham County:

1. Response to questions and comments
2. Updated plumbing plans stamped by a NC certified PE with highlighted process waste lines
3. Any additional specification sheets, schematics, details, etc. as needed

NOTE: Re-review fees will be assessed for 2nd and subsequent submittals per the current Fee Schedule

APPROVED

Durham County will issue an ATC letter detailing each pretreatment device approved to be installed.

Industrial User may begin construction once the ATC letter has been received.

NO

Durham County will inform Industrial User that the request does not require an ATC letter and will either deny or approve the request.

New Industrial Users shall submit to Durham County:

1. Industrial User Permit Application
2. Permit Application fee (invoiced by Durham County)

Industrial Users with an existing Industrial User Permit shall submit to Durham County:

1. Updated Industrial User Permit Application as needed
2. Permit modification fee (invoiced by Durham County)

Once construction is complete, the ATC letter requires the following:

1. Industrial User or a PE shall certify installation was in accordance with the ATC letter.
2. Industrial User shall notify Durham County at least 48 hours in advance of operation so the in-place inspection may be completed.

Once Industrial User has met all the requirements of the ATC Letter, Durham County will issue or modify the Industrial User Permit.

Industrial User may put pretreatment units into operation.