

# APPLICATION GUIDE FOR NJDEP/BWSE PERMITS

## 1.0 INTRODUCTION

The New Jersey Department of Environmental Protection (NJDEP) – Bureau of Water Systems Engineering (BWSE) requires permits for water main extensions. The NJDEP administers the permits according to the rules set in the New Jersey Administrative Code (NJAC 7:10-11). It is the Developer and the Developer’s Engineer’s responsibility to read and understand all the regulatory requirements regarding water main extensions. This guide is not a substitute for the regulatory requirements themselves.

## 2.0 PERMIT TYPES

A BWSE permit is required if your project meets any of the following criteria:

- New residential service to more than 30 realty improvements, or
- Generates a new non-residential average demand of more than 12,000 gallons per day (gpd), or
- Is 3,000 or more ft in length or includes an interconnection with another public community water system.

If you meet any of the criteria above, a BWSE permit is required. Use the following table to determine what type of permit is required.

Master Permit	Simplified Water Main Certification	Standard Application
<p>If your project site is in a township on the following list, you fall under New Jersey American Water’s Master Permit. No further action is required.</p> <ul style="list-style-type: none"> <li>• <a href="#">Master Permit Locations</a></li> </ul>	<p>Does your project have less than 3,000 ft in length and either</p> <ul style="list-style-type: none"> <li>• Greater than 30 realty improvements but fewer than 50 service connections</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• Generate new non-residential average demand greater than 12,000 gpd</li> </ul>	<p>All other situations</p> <ul style="list-style-type: none"> <li>• More than 50 service connections</li> <li>• More than 3,000 ft in length</li> <li>• Has interconnection with another public community water system</li> </ul>
<p><i>All processing will be complete by New Jersey American Water.</i></p>	<p><i>See below and Section 3 for more steps.</i></p>	<p><i>See below and Section 4 for more steps.</i></p>



## APPLICATION PROCESS

If your project requires the Simplified Water Main Certification or the Standard Application, you should follow this general process (specifics for each application can be found in the following sections). Be sure that New Jersey American Water is listed as the Applicant Owner:

1. Obtain and review the appropriate NJ DEP application forms from the [NJ DEP website](#).
2. Complete the required forms leaving blank all fields for the New Jersey American Water to sign as the Applicant/Owner.
3. Determine the required fees.
4. Submit the permit application forms and all required supporting information (refer to the Checklist for Administrative Completeness) to New Jersey American Water. The Developer's Engineer, as appropriate, shall sign and seal all applicable forms, plans, and engineer's reports.
5. New Jersey American Water will review the application. If it is acceptable, New Jersey American Water will sign as the Applicant/Owner and return to the Developer's Engineer. New Jersey American Water will insert the Name of the Public Water Supply System and the appropriate PWSID Number.
6. The Developer will submit the completed application and associated fees directly to the NJDEP.

New Jersey American Water Permit Information  
Applicant Owner: **New Jersey American Water**  
Permanent Legal Address: **Attn: Developer Services**  
**1 Water Street**  
**Camden, NJ 08102**  
Telephone: **(800) 272-1325**

### 3.0 SIMPLIFIED & WATER MAIN CERTIFICATION

The Developer's Engineer shall complete all required forms below. The Developer is responsible for all costs and fees. All forms can be acquired at the [NJ DEP website](#).

#### **Required Items**

- PA01 Standard Application Form
- PA05E Technical Review Form – System Supply Capacity Analysis  
*Please consult with New Jersey American Water regarding current system conditions*
- PA10B Simplified Water Main Certification
- One set of signed and sealed plans
- \$250.00 Application Fee

#### **4.0 STANDARD APPLICATION**

The Developer's Engineer shall complete all required forms below. The developer is responsible for all costs and fees. All forms can be acquired at the [NJ DEP website](#).

##### **Required Items**

- PA01 Standard Application Form
- PA05 Checklist for Administrative Completeness
- PA05E System Supply Capacity Analysis
- PA10 Technical Review Form – Distribution Systems  
*Please consult with New Jersey American Water regarding current system conditions*
- One set of signed and sealed plans, specifications, and engineer's report
- Fee calculated using form PA-01C – Permit Application Fee Worksheet