DEVELOPMENT ENGINEERING – SAWS COUNTER SERVICES

<mark>Submitting Counter Permits</mark>

1. Go to the webpage: https://sawsportal.saws.org/Views/Login_Custom.aspx
2. To submit for a permit, you will need to create an account. Click on *"First Time User? Register Now"*
3. Once logged in, on the left side click on the link *"Counter Services Permits"*
4. Click on *"Apply For A Project Application"*
   a. Applicant Information:
      i. Choose a project role
   b. Additional Contact:
      i. Input any contact – if any
      ii. Click on Add Contact
         ♦ Fill out information
   c. Project Type
      i. Counter
   d. Project Location
      i. Type in street number, street name and click on Search
      ii. Find project location from list. If not there, click *"Use Entered Address"*
   e. Job Description
      i. If commercial, type in business name
      ii. If residential, type in RESIDENTIAL
   f. Project Details – **All fields require an entry**
      i. Land Use: Specify what type of development
      ii. Provide the number of floors for your project
      iii. Water Service Request:
         ♦ Quantity: how many taps for domestic/irrigation/fire line
         ♦ Click *"Add"*
         ♦ If adding another water tap, input it
         ♦ Select Utilizing Existing Services if appropriate
         ♦ Not Requested if appropriate
      iv. Wastewater Request:
         ♦ Quantity: how many taps for sewer
         ♦ Lateral Size: 6" or 8"
         ♦ Select Utilizing Existing Services if appropriate
         ♦ Not Requested if appropriate
      v. Alternative Water Usage
         ♦ No Alternative Water At This Site
         ♦ Rainwater Catchment System
         ♦ Well Onsite – In Use
         ♦ Well Onsite – Not In Use
      vi. Septic System

♦ Is a septic system proposed or in use on this site?
      vii. Comments: Any type of special comments for SAWS reviewer. For example:
Relocating fire hydrant. Sewer will be on septic. Adjusting existing water line. Main Extension only.
   g. Attachments:
      i. Upload all required documents:
        ♦ Address Verification, block maps, commercial plans, counter application, septic permit
      ii. Click on Choose File or Browse
      iii. Choose attachment type
      iv. Click on Upload
   h. Confirmation:
      i. Review your application
      ii. Click **APPLY**

Paying Impact Fees

1. Go to the webpage: https://sawsportal.saws.org/Views/Login_Custom.aspx
2. Click on *"Counter Services Permits"*
3. At the top right under *"Project #"*, input your CTR number (must be in the format of CTR-XXXXXX) and click search
4. Click on *"Fees"*
5. Click *"Add All To Cart"* and then on the top click on *"My Cart"*
6. Select all the services and click *"Next"*
7. Input payment information and click *"Pay"*

Requesting For Your Initial Meter

1. Go to the webpage: https://sawsportal.saws.org/Views/Login_Custom.aspx
2. Click on *"Request Meters"*
3. Type your CTR number: CTR-XXXXXX
4. Verify that the meters on the CTR are correct. Click on *"Add Meters To Cart"*
5. Click on the *"Meter Cart"* link on the top. Input your contact information and submit

Submitting For A Locate Request Or Download Block Maps

1. Go to the webpage: https://locates.saws.org/index.cfm
2. Create a new profile then login
3. Click on *"Create Request"*
4. Choose between *"New Locate Request"* or *"Get Block maps Only"*
5. **New Locate Request:**
   a. Input the address or intersection of two streets and click *"Continue"*
   b. Choose the addresses that come up, and then click on *"Continue"*
   c. Draw a polygon around the area/address that you are searching for. Click *"Continue"*
   d. Input your contact information and input the type of locate that you wish to be marked. Click *"Continue"*
   e. Will now give you opportunity to submit request AND to download the block maps
6. **Download Block Maps**

      a.   Input the address or intersection of two streets and click *"Continue"*

      b.   Choose the addresses that come up, and then click on *"Continue"*

      c.   Draw a polygon around the area/address that you are searching for. Click *"Continue"*

      d.   Click on *"Download Block Maps"*

Requesting As-Builts

1. Go to the webpage: https://data.saws.org/
2. Create a new account. Once you create it and log in, click on *"Select As-Builts"*
3. You can search by area or by job number
4. Click on the result and click on *"Email Selections"*
5. Verify your email and click on *"Email Selections"*

Paying PSL Fees*

1. Go to the webpage: https://sawsportal.saws.org/Views/Login_Custom.aspx
2. Click on *"Private Service Laterals"*
3. On the left under *Look Up PSL's*, click on *"PSL Application Number"* or *"PSL Address",* input your PSL Number or Address and click search
4. Click on *"Fees"*
5. Click *"Add All To Cart"* and then on the top click on *"My Cart"*
6. Select all the services and click *"Next"*
7. Input payment information and click *"Pay"*

*PSL's may be signed electronically. Please email request for your company to receive electronic PSL signatures by emailing SAWSPermits@saws.org.

Paying GCP Lift Station Fees

1. Go to the webpage: https://sawsportal.saws.org/Views/Login_Custom.aspx
2. Click on *"General Construction Permits"*
3. On the left under *Look Up General Construction Permit*, click on *"GCP Job Number"* or *"GCP Project Name",* input your GCP Job Number or Project Name and click search
4. Click on *"Fees"*
5. Click *"Add All To Cart"* and then on the top click on *"My Cart"*
6. Select all the services and click *"Next"*
7. Input payment information and click *"Pay"*