

**To establish new water or sewer service, follow the steps below:**

1. Submit a formal request letter to Dr. Sahad Khilqa, (email to: [khilqa.sahad@richlandcountysc.gov](mailto:khilqa.sahad@richlandcountysc.gov)) by email to enter the Capacity Assurance Program (CAP). Please state the scope of the project in the letter, i.e., a new subdivision with 120 new homes.
2. RCU will check for available connection points.
3. RCU may issue a letter of "Willingness to Serve Letter" or a letter indicating we don't have capacity. These letters do not guarantee capacity.
4. Prior to submitting for new services, a verification must be provided showing all Parcels located within Unincorporated Areas of Richland County are properly zoned. Other local agencies may have different requirements for the specific type of development proposed and will be handled on a case-by-case basis.
5. A preliminary specification or plan for the subdivision is preferred.
6. Upon receipt of a "Willingness to Serve Letter," the developer can begin completing the Delegated Review Program (DRP) Submittal.
7. Once the Delegated Review Program (DRP) is completed, RCU will submit it to the South Carolina Department of Health and Environmental Control (SCDHEC) to issue a Permit to Construct (PTC).
8. A pre-conference meeting with the developer is required prior to initiating construction.
9. Tests such as force main, manholes, mandrel, etc., are required by Richland County Utilities (RCU) regulations, and specifications posted online at **Richland County Utilities Regulations and Specifications** and comply with R61-67 and the permit to construct (PTC).
10. Once RCU approves the tests and other documents, the Engineer has to submit a package to RCU to be submitted to SCDHEC to issue a Permit to Operate (PTO). The PTO from SCDHEC, the deeds, and the easements executed are required. Record Drawings must include the survey datum used and be signed and sealed by SC Registered Land Surveyor.
11. RCU will take ownership of the subdivision or the projected sewer system, where its responsibility is noted on the approved plans. The One-year warranty by the contractor is required from the date of acceptance.
12. All manholes and clean-outs need to be visible and above ground once the home and landscaping are completed.