

MISSOURI
DEPARTMENT OF
NATURAL RESOURCES

Michael L. Parson
Governor

Dru Buntin
Director

July 19, 2023

Lisa Lawless
City Administrator
City of Windsor
125 South Main Street
Windsor, MO 65360

RE: C295512-01 City of Windsor, Missouri
Windsor Wastewater System Improvements, Southwest Wastewater Treatment Facility,
MO-0047325, Henry County, Construction Permit No. CP0002324

Dear Lisa Lawless:

The Missouri Department of Natural Resources' Financial Assistance Center has reviewed and approved the plans and specifications submitted by MECO Engineering Co., Inc. for the City of Windsor. Please find enclosed Construction Permit No. CP0002324 and 1 set of approved plans and specifications. You must maintain these with your official project file for a minimum of 4 years following completion of the project.

This permit will terminate 24 months from the date of issuance. In accordance with 10 CSR 20-6.010(5)(J), the Department may grant an extension. If you believe that an extension is necessary, you must submit a request and justification in writing for the extension at least 30 days prior to the permit expiration date.

This construction permit does not supersede any requirements of the operating permit or enforcement actions. Nothing in this permit removes any obligations to comply with county or other local ordinances or restrictions.

If you were adversely affected by this decision, you may be entitled to an appeal before the Administrative Hearing Commission (AHC) pursuant to Section 621.250, RSMo. To appeal, you must file a petition with the AHC within 30 days after the date this decision was mailed or the date it was delivered, whichever date was earlier. If any such petition is sent by registered mail or certified mail, it will be deemed filed on the date it is mailed; if it is sent by any method other than registered mail or certified mail, it will be deemed filed on the date it is received by the AHC. Contact information for the AHC is: Administrative Hearing Commission, United States Post Office Building, Third Floor, 131 West High Street, P.O. Box 1557, Jefferson City, MO 65102, Phone: 573-751-2422, Fax: 573-751-5018, and Website: ahc.mo.gov/.

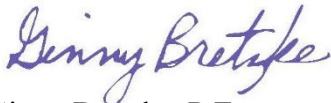


Lisa Lawless
July 19, 2023
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Please direct any technical questions regarding the construction permit, or plans and specifications to me, Review Engineer, at 573-751-1302 or ginny.bretzke@dnr.mo.gov. Please direct funding questions to Shane Graupman, Project Manager, at 573-522-4894 or shane.graupman@dnr.mo.gov. You may also submit questions or comments in writing to the Department of Natural Resources, Financial Assistance Center, P.O. Box 176, Jefferson City, MO 65102-0176 or fac@dnr.mo.gov. Thank you.

Sincerely,

FINANCIAL ASSISTANCE CENTER



Ginny Bretzke, P.E.
Clean Water Engineering Unit

GB/cs

Enclosures

c: Scott Vogler, P.E., MECO Engineering Company, Inc.
Kansas City Regional Office
Northeast Regional Office
Jessie Yates, Department of Natural Resources, Water Protection Program
Ginny Bretzke, P.E., Department of Natural Resources, Financial Assistance Center
Shane Graupman, Department of Natural Resources, Financial Assistance Center

STATE OF MISSOURI
DEPARTMENT OF NATURAL RESOURCES
MISSOURI CLEAN WATER COMMISSION



CONSTRUCTION PERMIT

The Missouri Department of Natural Resources hereby issues a permit to:

Windsor Southwest Treatment Facility
1113 Northeast Highway Y (physical location)
125 South Main Street (city office address)
Windsor, MO 65360

for the construction of (described facilities):

See attached.

Permit Conditions:

See attached.

Construction of such proposed facilities shall be in accordance with the provisions of the Missouri Clean Water Law, Chapter 644, RSMo., and regulation promulgated thereunder, or this permit may be revoked by the Department of Natural Resources.

As the Department does not examine structural features of design or the efficiency of mechanical equipment, the issuance of this permit does not include approval of these features.

A representative of the Department may inspect the work covered by this permit during construction. Issuance of a permit to operate by the Department will be contingent on the work substantially adhering to the approved plans and specifications.

This permit applies only to the construction of water pollution control components; it does not apply to other environmentally regulated areas.

July 19, 2023
Effective Date


John Hoke, Director, Water Protection Program

July 18, 2025
Expiration Date

CONSTRUCTION PERMIT

I. CONSTRUCTION DESCRIPTION

This project includes modifications to the Windsor Southwest WWTF (three-cell lagoon) to allow for better ammonia reduction. A primary component of the modifications is the addition of a fixed film nitrification system, with the design based on a Nexom™ Submerged Aerated Growth Reactor (SAGR™) system or equal. An ultraviolet (UV) disinfection system will be provided to help meet *E. coli* limits.

The Windsor Southeast WWTF (MO-0047317), which is a single-cell lagoon, will be modified to be a non-discharging equalization basin. A new lift station and force main will be constructed to transfer the wastewater to the Southwest WWTF. The existing lift station at the Southeast WWTF will be demolished. A closure plan will need to be submitted to the Northeast Regional Office for review and approval prior to closure activities.

The project also involves the rehabilitation of the collection system to reduce inflow and infiltration and prevent sanitary sewer overflows. Collection system work includes cleaning and closed circuit television (CCTV) inspection of designated sewer sections; lining with cured-in-place pipe (CIPP) and point repair of designated sections of existing pipeline and appurtenances; and lining, replacing frames and lids, and bringing to grade designated existing manholes.

This project will also include general site work appropriate to the scope and purpose of the project and all necessary appurtenances to make a complete and usable wastewater system.

II. COST ANALYSIS FOR COMPLIANCE

Pursuant to Section 644.145, RSMo., “when issuing permits under this chapter that incorporate a new requirement for discharges from publicly owned combined or separate sanitary or storm sewer systems or publicly owned treatment works, or when enforcing provisions of this chapter or the Federal Water Pollution Control Act, 33 U.S.C. 1251 et seq., pertaining to any portion of a publicly owned combined or separate sanitary or storm sewer system or water or [publicly owned] treatment works, the Department of Natural Resources shall make a finding of affordability on the costs to be incurred and the impact of any rate changes on ratepayers upon which to base such permits and decisions, to the extent allowable under this chapter and the Federal Water Pollution Control Act.” This process is completed through a Cost Analysis for Compliance (CAFCom). Permits that do not include new requirements may be deemed affordable.

The Department is not required to complete a CAFCom because there are no new sampling requirements or new conditions in the draft operating permit. See the effective Windsor operating permit for the discussion of cost of compliance.

III. CONSTRUCTION PERMIT CONDITIONS

The permittee is authorized to construct subject to the following conditions:

1. This construction permit does not authorize discharge.
2. All construction shall be in accordance with the plans and specifications submitted by MECO Engineering Co., Inc. on July 11, 2023, which were signed and sealed as indicated below and approved by the Department on July 19, 2023:

- Scott E. Vogler, P.E., signed and sealed as follows:
 - July 13, 2022 — All drawings except those listed below.
 - March 16, 2023 — Drawings A9, A10, A11, A17, A18 and B6
 - April 18, 2023 — Drawings A12, A14, A16
 - June 21, 2023 — Drawing Cover Sheet
 - June 22, 2023 — Specifications
 - July 6, 2023 — Drawing A6
- Kevin D. McDonald, P.E., Drawings E1-E7, signed and sealed on August 11, 2022

The Memorandum of Design submitted by MECO Engineering Company, Inc. was signed and sealed by Scott E. Vogler, P.E. on March 16, 2023.

3. Regulation 10 CSR 20-4.040(18)(B)1 requires that projects be publicly advertised, allowing sufficient time for bids to be prepared and submitted. Projects should be advertised at least 30 days prior to bid opening.
4. The Department must be contacted in writing prior to making any changes to the approved plans and specifications that would directly or indirectly have an impact on the capacity, flow, system layout, or reliability of the proposed wastewater treatment facilities or any design parameter that is addressed by 10 CSR 20-8, in accordance with 10 CSR 20-8.110(11).
5. As per 10 CSR 20-4.040, all changes in contract price or time within the approved scope of work must be by change order in accordance with Section 19 of this rule.
6. State and federal law does not permit bypassing of raw wastewater; therefore, steps must be taken to ensure that raw wastewater does not discharge during construction. If a sanitary sewer overflow or bypass occurs, report the appropriate information to the Department's electronic Sanitary Sewer Overflow/Bypass Reporting system at <https://dnr.mo.gov/mogem/> or the appropriate Regional Office (Kansas City Regional Office for the Southwest WWTF and Northeast Regional Office for the Southeast WWTF) per 10 CSR 20-7.015(9)(G).

7. Protection of drinking water supplies shall be in accordance with 10 CSR 20-8.120(5), which includes by reference the provisions of 10 CSR 23-3.010. Separation distance requirements between water mains and sanitary sewers in 10 CSR 60-10.010 are also applicable.
8. In addition to the requirements for a construction permit, 10 CSR 20-6.200 requires land disturbance activities of 1 acre or more to obtain a Missouri State Operating Permit (MSOP) to discharge construction stormwater. The permit requires best management practices sufficient to control runoff and sedimentation to protect waters of the state. Land disturbance permits may only be obtained by means of the Department's ePermitting system available online at <https://dnr.mo.gov/data-e-services/missouri-gateway-environmental-management-mogem>. See <https://dnr.mo.gov/data-e-services/water/electronic-permitting-epermitting> for more information.
9. A United States Army Corps of Engineers (USACE) Section 404 Department of Army permit (§404) along with the Department's Section 401 Water Quality Certification or waiver (§401) may be required for the activities described in this permit. This permit is not valid until these requirements are satisfied. If construction activity will disturb any land below the ordinary high water mark of jurisdictional waters of the U.S., then a §404/§401 will likely be required. Since the USACE makes determinations on what is jurisdictional, you must contact the USACE to determine permitting requirements. See <https://dnr.mo.gov/water/business-industry-other-entities/permits-certification-engineering-fees/section-401-water-quality> for more information or you may contact the Department's Water Protection Program at 573-522-4502 or wpsc401cert@dnr.mo.gov.
10. In accordance with 10 CSR 20-6.010(12), a full closure plan shall be submitted to the Department for review and approval of any permitted wastewater treatment system for which there is a plan to cease operation. For the Windsor Southeast WWTF, this shall be submitted to the Northeast Regional Office. The closure plan must meet the requirements outlined in Standard Conditions Part III of MSOP No. MO-0047317 for the Windsor Southeast Wastewater Treatment Facility. Closure shall not commence until the submitted closure plan is approved by the Department. Form MO 780-2814 *Request for Termination of Operating Permit*, <https://dnr.mo.gov/document-search/request-termination-operating-permit-mo-780-2814>, shall be submitted to the Water Protection Program for termination of any existing MSOP, once closure is completed in accordance with the approved closure plan.
11. Upon completion of construction:
 - A. The City of Windsor will become the continuing authority for operation and maintenance of these facilities;
 - B. Submit an electronic copy of the as-builts if the project was not constructed in accordance with previously submitted plans and specifications; and

- C. Submit the enclosed form Statement of Work Completed to the Department in accordance with 10 CSR 20-6.010(5)(N) and request the operating permit modification be issued.

IV. REVIEW SUMMARY

1. CONSTRUCTION PURPOSE

Construction is to meet effluent limits for ammonia and *E. coli*, by transferring wastewater from the Southeast facility location to the Southwest WWTF, and making improvements to the Southwest WWTF. The purpose of the collection system improvements is to decrease the amount of inflow and infiltration.

2. FACILITY DESCRIPTION

The Windsor Southwest WWTF is a three-cell lagoon located at 1113 A Northeast Highway, in the City of Windsor, Henry County. The facility has a design average flow of 255,600 gpd and serves a population equivalent of approximately 2,557.

The Windsor Southeast WWTF is a single-cell lagoon located southeast of the intersection of Oak Street and NE 1301 Road, in the City of Windsor, Pettis County. The facility has a design average flow of 128,400 gpd and serves a population equivalent of approximately 1,284 people.

3. COMPLIANCE PARAMETERS

The modifications to the Windsor Southeast WWTF and Windsor Southwest WWTF were based on meeting existing effluent limits in both operating permits for ammonia and *E. coli*. In the selected alternative, the Windsor Southeast WWTF will be converted to a non-discharging equalization basin and the wastewater will be pumped to the Windsor Southwest WWTF for treatment. A closure plan will be developed for the Southeast WWTF, leading to the elimination of discharge and the resulting compliance parameters for this facility.

The compliance parameters for the Windsor Southwest WWTF will be as established in the Draft Operating Permit Modification that was on public noticed for comment from December 27, 2022, to January 27, 2023. The limits for Ammonia and *E. coli* were already in place and are not changing. Based on reported historical flows from both WWTFs, the design flow of the Windsor Southwest WWTF will remain at 255,600 gpd. Because of the addition of a Fixed Film Nitrification system, the facility no longer qualifies for the equivalent to secondary effluent limits for lagoons for Biochemical Oxygen Demand (BOD₅) and Total Suspended Solids (TSS), so the effluent limits and the percent removal for these parameters were modified. The sample type for many of the effluent parameters and the influent monitoring were changed from grab to composite.

Following the completion of construction, the updated effluent limits applicable to the facility will include the following:

Parameter	Units	Monthly Average Limit
Biochemical Oxygen Demand ₅	mg/L	30
Total Suspended Solids	mg/L	30
Biochemical Oxygen Demand ₅ – Percent Removal	%	85
Total Suspended Solids – Percent Removal	%	85

4. REVIEW OF MAJOR TREATMENT DESIGN CRITERIA

Existing major components that will remain in use include the following:

- At the Southeast WWTF location, the single-cell lagoon will be converted to the flow equalization basin with minimal changes to the basin. Wastewater from the collection system will flow by gravity to the new lift station wet well. Overflow piping and return piping will connect the lift station wet well to the flow equalization basin. In Table 2-1 of the August 2016 Facility Plan, the area of the cell is identified as 6.6 acres and the maximum effective volume is 12 million gallons. The Memorandum of Design signed/sealed March 16, 2023, indicated there is approximately 7.2 million gallons of storage available in the existing lagoon.
- Lagoon cells at the Southwest WWTF will remain in operation with minimal modifications. New piping is being added to allow the flexibility of sending wastewater from the first cell directly to the third cell, as recommended for increasing the strength of wastewater going to the fixed film nitrification system in the fall to support the seasonal transition. Table 2-1 of the August 2016 Facility Plan provided the following information on the lagoon cells:

Cell	Area at Operating Level (acres)	Maximum Depth (ft)	Sludge Depth (ft)	Maximum Effective Volume (Mgal)
Primary	12.8	5.0	0.7	17.2
Secondary	6.6	4.0	0.5	7.3
Tertiary	1.8	5.0	0.5	2.3
Total	21.0			26.8

Construction will cover the following items:

- Treatment components at the Windsor Southwest WWTF are designed for a population equivalent of 2,557.

- The lift station at the site of the existing Windsor Southeast WWTF was designed based on a flow study August 29 to September 19, 2019; wet weather flow calculations; volume of storage in the flow equalization basin; and time to pump wastewater from the flow equalization basin following a significant wet weather event. The design flow is 400 gallons per minute (gpm). The Total Dynamic Head (TDH) is 97.6 feet, including the physical elevation change and the head loss through the fittings and pipe. The lift station will be a duplex pump station with one pump for normal operation and one pump on standby.
- Force Main – The force main from the existing Windsor Southeast WWTF to a gravity sewer manhole upstream of the Southwest WWTF will consist of approximately 6,984 linear feet (LF) of 8-inch diameter polyvinyl chloride (PVC) Standard Dimension Ratio (SDR)-21 (Class 200) force main, as well as approximately 100 LF of 8-inch diameter PVC restrained joint force main installed by directional bore and two sections under highways of 12-inch casing pipe with 8-inch restrained joint pipe, each section being 60 LF.
- Fixed Film Nitrification – The lagoon treated effluent will flow by gravity to a flow splitter structure that will separate the flow equally between the two parallel trains for fixed film nitrification.
 - All process equipment shall be the OPTAER Submerged Aerated Growth Reactor (SAGR™) system as designed and manufactured/supplied by Nexom Inc. as a total system, or equal. The fixed film nitrification system design is for a design average flow of 255,000 gpd.
 - The earthen reactor basin dimensions will be 36 ft wide by 220 ft long by approximately 11.6 ft total depth with a 60 mil High Density Polyethylene (HDPE) geomembrane liner (with a non-woven geotextile between the liner and the granular material). Each of the two trains within the basin are split by the influent piping into a primary and secondary flow path, providing two zones within each train. The influent piping is 12-inch PVC SDR-35 with drilled orifices surrounded by a chamber to provide clear flow of wastewater. A single effluent collection chamber goes down the center of the basin and collects flow from both treatment trains.
 - The reactors are layered with approximately 0.8 ft of top insulating mulch for heat retention, a protective non-woven geotextile fabric with a minimum weight of 7 ounces per square yard, and approximately 10.8 ft of granular media.
 - For the aeration system, shallow buried galvanized air supply headers run from the blowers to the bed, where 4-inch HDPE aeration distribution headers are within the insulation layer. From the headers, 1-inch diameter HDPE feeder lines drop down to 3-inch diameter HDPE air distribution manifolds and aeration tubing along the bottom of the basin. Two aeration blower units (1 operating, 1 standby) shall be rotary positive displacement type blowers each with a design airflow of 338 scfm with 25 HP motors.

- From the effluent collection chamber the wastewater flows by gravity into a 12-inch diameter ductile iron pipe to the remaining treatment system components.
- Flow Measurement – Installation of an accurate flow measurement device will give the treatment facility a means of improved data analysis. A 6-inch electromagnetic flow meter shall measure the wastewater following the fixed film nitrification treatment. A flow control manhole follows the flow meter, before the wastewater continues to flow by gravity to the UV disinfection process.
- Disinfection – Disinfection is the process of removal, deactivation, or killing of pathogenic microorganisms.
 - Closed Vessel UV – A closed vessel, gravity flow, low pressure high intensity UV disinfection system meeting the specified design criteria including annual average flow rate of 0.255 MGD, design flow rate of 1.2 mgd, minimum UV transmittance of 55 percent UVT, and UV dose of 30 mJ/cm². The closed vessel UV system consists of two banks in a single reactor, with 5 lamp racks per bank and 8 lamps per lamp rack. The disinfected effluent will flow by gravity through flow measurement equipment and to Outfall No. 001.
- Collection System Improvements – Rehabilitation and repair work will be implemented for designated portions of the Windsor collection system and will include the following:
 - Cured-in-Place Pipe (CIPP) lining, with approximate quantities of 1,130 LF of 8-inch diameter; 3,254 LF of 12-inch diameter; and 5,340 LF of 15-inch diameter. Pipes will first be cleaned and a complete closed circuit television (CCTV) inspection conducted before lining.
 - Manhole improvements of lining and installing new frames and lids for 37 manholes, as well as raising the manhole to grade for 9 manholes.
 - Spot repairs, ensuring connection of service lines, and repairs to pavement or ground surface.

5. OPERATING PERMIT

The Windsor Southwest WWTF operating permit MO-0047325 will require a modification to reflect the construction activities. The modified MSOP was successfully public noticed from December 27, 2023, to January 27, 2023, with no comments received. At substantial completion of the improvements at the Southwest WWTF, submit the Statement of Work Completed to the Department in accordance with 10 CSR 20-6.010(5)(N) and request the operating permit modification be issued.

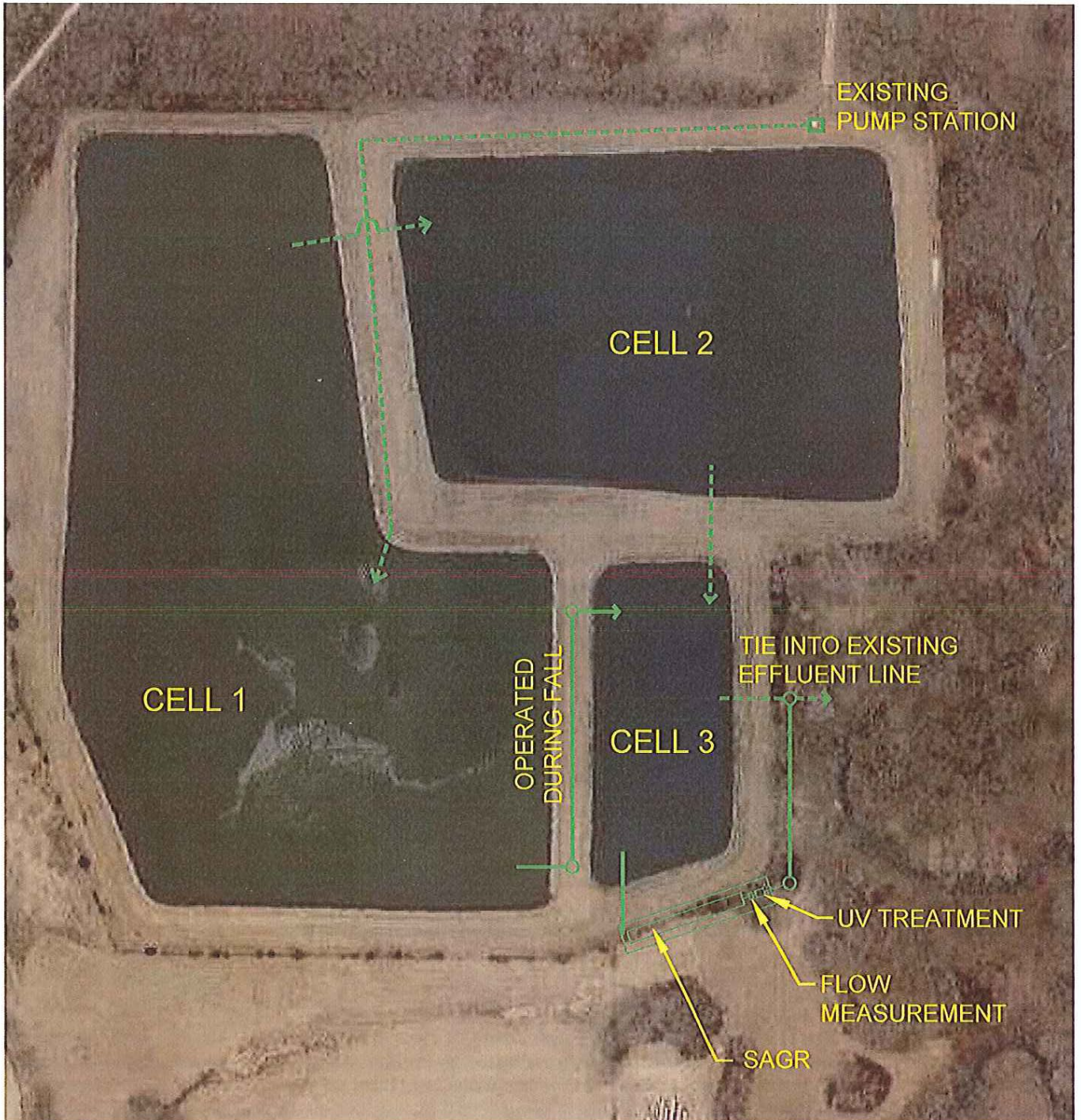
Ginny Bretzke, P.E.
Financial Assistance Center
ginny.bretzke@dnr.mo.gov

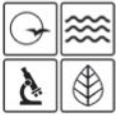
APPENDIX

- Process Flow Diagrams

APPENDIX—PROCESS FLOW DIAGRAMS







WASTEWATER CONSTRUCTION STATEMENT OF WORK COMPLETED

PART A – BASIC INFORMATION – All applicants must complete Part A.

1. THIS FORM IS FOR:

- Construction is complete.
- Construction is substantially complete and operable. Expected date of completion: _____

2. ISSUANCE OF AN OPERATING PERMIT:

- Request issuance of the new/modified site-specific operating permit previously public noticed. MO-_____
- Request general operating permit at least 60 days prior to operation by submitting the appropriate application and fee.
MO-G _____; Form B or Form E;
- Appropriate fee or JetPay confirmation included with this application?
Check Number _____ JetPay confirmation number _____
- No issuance of a new/modified operating permit is necessary.

3. PROJECT INFORMATION

NAME OF THE PROJECT	ESTIMATED PROJECT CONSTRUCTION COST \$	FINAL PROJECT CONSTRUCTION COST \$
CONSTRUCTION PERMIT # CP	RECEIVING WASTEWATER TREATMENT FACILITY # MO-	DEPARTMENT FUNDED PROJECT #

4. RECORD DRAWINGS

- If construction is complete, an electronic copy of as-builts or record drawings is required and included with this form when:
- Non-department funded projects, in which changes from the previously submitted plans and specifications occurred.
- Department funded projects.
- N/A

5. CERTIFICATION: I hereby affirm, to the best of my knowledge and belief, based on inspections, observations, testing of the construction and upon reports submitted by others, that this wastewater project is substantially complete and operable. The construction was completed in accordance with the department's issued construction permit.

- Owner Owner's Designee Engineer

AUTHORIZED SIGNATURE	PRINTED NAME	DATE	
AFFILIATION	EMAIL ADDRESS	TELEPHONE NUMBER WITH AREA CODE	
ADDRESS	CITY	STATE	ZIP CODE

Mail completed form and any attachments to one of the following:

<p>For Non-department-Funded Projects:</p> <p>MISSOURI DEPARTMENT OF NATURAL RESOURCES WATER PROTECTION PROGRAM ATTN: ENGINEERING SECTION P.O. BOX 176 JEFFERSON CITY, MO 65102-0176</p>	<p>For Department-Funded Projects:</p> <p>MISSOURI DEPARTMENT OF NATURAL RESOURCES WATER PROTECTION PROGRAM ATTN: FINANCIAL ASSISTANCE CENTER P.O. BOX 176 JEFFERSON CITY, MO 65102-0176</p>
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END OF PART A.

PART B – DEPARTMENT-FUNDED PROJECTS: Submit only if the wastewater construction project involves department funding. Make additional copies of Part B for each contractor company if multiple contracts were awarded for the project.

CONSTRUCTION PERMIT #	DEPARTMENT FUNDED PROJECT #
NAME OF THE PROJECT	

6. CONTRACTOR COMPANY

CONTRACT NUMBER			
NAME	TELEPHONE NUMBER WITH AREA CODE		
ADDRESS	CITY	STATE	ZIP CODE

7. INSPECTIONS CONDUCTED BY ENGINEER

DATES AND NOTES OF CONSTRUCTION INSPECTIONS DURING CONSTRUCTION	
PERCENT PROJECT COMPLETE	DATE OF FINAL INSPECTION IF COMPLETE

8. ENGINEER: I hereby affirm, to the best of my knowledge and belief, based on inspections, observations, testing of the construction and upon reports submitted by others, that this wastewater project is substantially complete and operable. The construction was completed in accordance with the department's issued construction permit.

SIGNATURE	PRINTED NAME	DATE
CONSULTING FIRM NAME		LICENSE # AND SEAL
ADDRESS		
CITY	STATE	

9. ADDENDA APPROVAL

ISSUED ADDENDUM #	DEPARTMENT APPROVAL DATE

10. CHANGE ORDER APPROVAL

EXECUTED CHANGE ORDER #	DEPARTMENT APPROVAL DATE

END OF PART B.

INSTRUCTIONS FOR COMPLETING WASTEWATER CONSTRUCTION STATEMENT OF WORK COMPLETED

This form is for wastewater facilities that are complete or substantially complete and operable. This form requires an engineer to certify the wastewater facility is (substantially) complete and operable. Substantially complete and operable is the stage of construction when the project is sufficiently complete so that the project owner may use the project for its intended use.

New wastewater treatment facilities wishing to discharge shall obtain an operating permit from the department before any discharge occurs. Refer to 10 CSR 20-6.010.

Part A – Basic Information

1. Check the appropriate box and indicate the expected date of completion, if applicable.
2. Check the applicable box and associated MSOP number. Applicants for MOGD and MOG823 must fill out Form B - Application for Operating Permit for Domestic Wastewater (< 100,000 gallons per day), Form--MO 780-1512. For all other general operating permits, applicants must fill out Form E - Application for General Permit, Form--MO 780-0795. See dnr.mo.gov/env/wpp/permits/issued/wpcpermits-general.htm for a list of general operating permits. Include payment or payment confirmation for the fee with your application. See 10 CSR 20-6.011(2) and Wastewater Treatment Facility Permit Fees -- PUB2564.
3. Complete the project information. The estimated and final project construction cost will be useful to the department in conducting affordability analyses.
4. Check the applicable box. If this form is used to obtain a MSOP when substantially complete and operable, the form must be updated and resubmitted when construction is for all department funded projects. Attach an electronic copy of the as-built plans or record drawings to this form in accordance with 10 CSR 20-8.110(11), if required. The electronic copy shall be submitted in PDF searchable format on a compact disc. If the record drawings are scanned, set the resolution to 200 dpi at 17 inches by 22 inches at a minimum.
5. Indicate who is signing the form by checking the correct box. For department funded projects the owner must complete this certification. The project owner should match the information provided in the original construction permit application.

Part B – Department Funded Projects

All department funded wastewater construction projects are required to complete and submit Part B of this form. If multiple contracts were awarded for the project, make additional copies of Part B for each contractor company.

6. Complete contractor company information.
7. List all construction inspection dates conducted by the engineer. Attach additional sheets as necessary.
8. Complete the engineer certification and information.
9. List all addenda and corresponding information. An addendum is a change to the approved plans and specifications prior to the bid opening. Addenda must be approved by the department in accordance with 10 CSR 20-8.110(11). Attach additional sheets as necessary.
10. List all change orders and corresponding information. A change order is a change to the approved plans and specifications after the bid award and contract execution. Change order(s) must be approved by the department in accordance with 10 CSR 20-4.040(19) and 10 CSR 20-8.110(11). Attach additional sheets as necessary.

Mail the completed form to the department as shown in Part A.

If there are any questions concerning this form, please contact the Missouri Department of Natural Resources, Water Protection Program at 800-361-4827 or 573-751-1300 or visit dnr.mo.gov/env/wpp/permits/ww-construction-permitting.htm.