

4.1 Existing Commercial Buildings

§4.1.1 Established Commercial Businesses:

MPW defines this as a commercial unit/space/building that is undergoing a change of ownership, but the services provided will remain the same.

Retail Customers	<p>The following outlines procedures for receiving service for a proposed retail business going into a space that was previously occupied by the same type of business.</p> <ul style="list-style-type: none"> • Submit a completed Commercial LOI form; • MPW will review and forward approval for service to MPW’s Customer Service Department; • Appropriate fees are paid; and • Service is turned on.
General Office Space	<p>The following outlines procedures for receiving service for a general office type business going into a space that was previously occupied by the same type business.</p> <ul style="list-style-type: none"> • Submit a completed Commercial LOI form; • MPW will review and forward approval for service to MPW’s Customer Service Department; • Appropriate fees are paid; and • Service is turned on.
Medical , Dental, Veterinary, Salon	<p>The following outlines procedures for receiving service for a medical/dental/veterinary/salon type business going into a space that was previously occupied by the same type of business.</p> <ul style="list-style-type: none"> • Submit a completed Commercial LOI form; • MPW will review and schedule a backflow device inspection; • Once the backflow has been inspected, the project will be approved for service and the LOI will be forwarded to MPW’s Customer Service Department; • MPW’s Customer Service Department will contact the owner, and collect the appropriate fees; and • Service is turned on.
Restaurant	<p>The following outlines procedures for receiving service for a restaurant going into a space that was previously occupied by the same type of business.</p> <ul style="list-style-type: none"> • Submit a completed Commercial LOI form. • MPW will review LOI, determine if existing grease trap is adequate, and quote fees due within 10-business days of receiving the LOI. • Approval letter and fees will be sent to the Owner/Developer Representative listed on the LOI. • Appropriate fees are paid. • Owner install backflow and new grease trap (if required). • Backflow preventer and grease trap inspected and approved, and any conditions noted in approval letter have been addressed. • Service is turned on.

4.1 Existing Commercial Buildings

§4.1.2 Commercial Building Upfit: MPW defines this as a shell building or an existing commercial space being renovated for a different commercial usage (i.e., retail to restaurant; general office to medical).

Retail	<p>The following outlines the procedures for obtaining MPW's approval for a Building Permit, obtaining service and receiving approval for a Certificate of Occupancy:</p> <ul style="list-style-type: none"> • Submit a completed Commercial Letter of Intent (LOI) form. • MPW will review LOI and quote fees due within 10-business days of receiving the LOI. • Approval letter and fees will be sent to the Owner/Developer Representative listed on the LOI. • MPW will approve a Building Permit once fees have been paid. However, MPW may not approve a Building permit for an up fit if it is in a building that will be served by a water/wastewater system extension which has not yet been accepted by the SCDHEC for Operation. • Service will be provided once fees have been paid and any conditions noted in the approval letter are addressed. At this time MPW will approve the Certificate of Occupancy.
General Office Space	<p>The following outlines the procedures for obtaining MPW's approval for a Building Permit, obtaining service and receiving approval for a Certificate of Occupancy:</p> <ul style="list-style-type: none"> • Submit a completed Commercial LOI form. • MPW will review LOI and quote fees due within 10-business days of receiving the LOI. • Approval letter and fees will be sent to the Owner/Developer Representative listed on the LOI. • MPW will approve a Building Permit once fees have been paid. However, MPW may not approve a Building permit for an upfit if it is in a building that will be served by a water /wastewater system extension which has not yet been accepted by the SCDHEC for Operation. • Service will be provided once fees have been paid and any conditions noted in the approval letter are addressed. At this time MPW will approve the Certificate of Occupancy.
Medical, Dental, Veterinary	<p>The following outlines the procedures for obtaining MPW's approval for a Building Permit, obtaining service and receiving approval for a Certificate of Occupancy:</p> <ul style="list-style-type: none"> • Submit the following: <ul style="list-style-type: none"> • Completed Commercial LOI form; • Floor plan showing designated use of all areas and internal plumbing plan including locations of backflow preventers; • Proof of Coordination Letter from the Fire Department with jurisdiction over the property; and • Completed Industrial Pretreatment Questionnaire (Appendix 4-2). • MPW will review LOI and quote fees due within 10-business days of receiving the LOI. • Approval letter and fees will be sent to the Owner/Developer Representative listed on the LOI. • MPW will approve a Building Permit once fees have been paid. However, MPW may not approve a Building permit for an upfit if it is in a building that will be served by a water/wastewater system extension which has not yet been accepted by the SCDHEC for Operation. • Service will be provided once fees are paid, backflow preventer has been inspected, and any conditions noted in the approval letter have been addressed. • MPW will approve Certificate of Occupancy once all conditions listed above have been met.
Restaurants	<p>The following outlines the procedures for obtaining MPW's approval for a Building Permit, obtaining service and receiving approval for a Certificate of Occupancy:</p> <ul style="list-style-type: none"> • Submit the following: <ul style="list-style-type: none"> • Completed Commercial LOI form; • Floor plan showing designated use of all areas and internal plumbing plan including locations of backflow preventers and grease trap; and • Proof of Coordination Letter from the Fire Department with jurisdiction over the property. • MPW will review LOI and quote fees due within 10-business days of receiving the LOI. • Approval letter and fees will be sent to the Owner/Developer Representative listed on the LOI. • MPW will approve a Building Permit once fees have been paid. However, MPW may not approve a Building permit for an upfit if it is in a building that will be served by a water/wastewater system extension which has not yet been accepted by the SCDHEC for Operation. • Service will be provided once fees are paid, backflow preventer and grease trap have been inspected, and any conditions noted in the approval letter have been addressed. • MPW will approve Certificate of Occupancy once all conditions listed above have been met.

4.2 Undeveloped Property with Water/Wastewater Service Immediately Available

1. Submit the following:
 - Completed Commercial LOI form;
 - Site plan showing location of all proposed and existing utility lines;
 - Location of all proposed and existing easements;
 - Layout of streets, parking lots, etc.;
 - Floor plan showing designated use of all areas;
 - Internal plumbing plan including locations of backflow preventers and grease traps (if applicable);
 - Fire protection systems with calculations and Proof of Coordination Letter from the Fire Department with jurisdiction.
 - Industrial Pretreatment Questionnaire (if applicable) Appendix 4-1.
2. MPW will process the Letter of Intent in accordance with §2.1 of this policy.
3. Prior to MPW approving a Building Permit any revisions required to the site plan or plumbing plans must be submitted and approved by MPW. In addition the new service fees must be paid.
4. Prior to commencement of construction a preconstruction meeting must be scheduled with the MPW Inspector assigned to this project.
5. Service will be provided once the following conditions have been met:
 - Payment of new service fees;
 - Backflow Certification submitted to MPW (if required) by a SCDHEC Certified Backflow Tester;
 - Grease Trap Inspection (if required);
 - All conditions in the approval letter have been satisfied;
 - Final Inspection completed by MPW. A copy of As-Built drawings must be submitted along with a written request for MPW to conduct a final inspection.
 - All punch list items noted during final inspection completed and reinspected by MPW.
 - Final As-Built drawings submitted. MPW requires an electronic drawing file on CD (floppy disks will not be accepted). As-Built drawings shall also be submitted in .pdf format.
6. MPW will approve Certificate of Occupancy once all conditions listed above have been met.

MPW requires that each individual commercial unit have a separate water meter. For commercial buildings greater than three stories or if the commercial properties will be held by a single owner, MPW may allow a master meter.

4.3 Undeveloped Property Requiring Water/Wastewater System Extension

This section outlines the procedures that a Developer must follow in order to plan, construct, and have accepted for service any water and/or wastewater extension to MPW's system.

