

COUNTY OF HENRICO
Department of Public Utilities

Notification of Intent to Discharge to Sanitary Sewer

Describe the Process(es) that will Result in the Discharge of Non-Domestic Wastewater

List All Chemicals/Pollutants that may be, or have the potential to be, in the proposed Discharge

Describe any Wastewater Pretreatment Methods/Facilities/Devices to be used
Examples: Grease Traps or Interceptors, Oil/Water Separators, Neutralization Tanks, Chemical Precipitation

Estimated Wastewater Flow	Existing Discharge (GPD)	Proposed Discharge (GPD)
Restrooms (Domestic)		
Non-Domestic		
Cooling Tower		

I certify that the information provided is true and represents, to the best of my knowledge, the information requested. I also acknowledge that I am qualified to make this certification.

Name _____ **Title** _____ **Date** _____
Return Notice of Intent Form to: Department of Public Utilities, P.O. Box 27032, Richmond, VA 23273

Guidance and Instructions for completing NOI form

The purpose of the Notice of Intent form is to provide information to the County regarding the nature of wastes that may be discharged into the sanitary sewer. All commercial and industrial customers connected to the sanitary sewer are subject to the local discharge limitations established in §23-108 and §23-109 of the County Code. Additionally, a surcharge for strong wastes may be applied to the customer's water/sewer bill. By knowing the nature of the wastes during the design phase, problems with violations of the code and excessive strong waste charges can be reduced.

The following information is provided with the intent of facilitating the completion of the Notice of Intent form. Complete and accurate information will minimize any delays in the plan approval process.

1. Project Name should be consistent with the name shown on the construction drawings or Building Permit application under review.
2. Street Address refers to the actual location of the project in Henrico County.
3. Existing Discharge/Account # refers to an existing water/sewer account used for billing. If the proposed discharge is an addition to a master metered account, please include that account number.
4. SIC codes, or Standard Industrial Classification codes, are 4-digit codes established by the Office of Management and Budget. They have now been replaced by the 6-digit NAICS Codes, or North American Industry Classification System. If you know your SIC code, or your NAICS code, and most industries are aware of them, provide it at the location specified, otherwise, leave it blank.
5. The section asking for the Specific Nature of the Business is very important. Knowing the nature of the business will facilitate the determination of potential impact on the sewer. Single references to "Retail", "manufacturing", or "service company" should be avoided. Instead, describe the business as "convenience store and carwash", "Office/warehouse space for future tenants", "fast food restaurant", or "office building with cafeteria".
6. If the project will result in a discharge from restrooms only, such as an office building without a cafeteria or retail sales store, so indicate, sign the form and return it to the County. Otherwise, complete page two. The form will be returned if incomplete, therefore, all spaces that are "not applicable" should be marked "N/A".
7. Page two of the NOI form is to be completed where there will be a discharge of wastewater **other than from restrooms**. Service stations with oil/water separators, car washes, restaurants, water purification companies with resin generation facilities, chemical mixing or printing companies are just a few examples of businesses that generate wastes other than restroom wastes.

If you have any questions pertaining to the completion of this form please contact N. Wayne Burgess, Chief of Monitoring and Compliance, at telephone number 804.795.9303, or e-mail at bur10@co.henrico.va.us. Also, visit the M&C website at www.co.henrico.va.us/utility/iptsw.htm for the latest discharge limitations.