



COUNTY OF HENRICO

Department of Public Utilities

Notification of Intent to Discharge to Sanitary Sewer Form

The following information is required with the submission of Utility Plans for a Plan of Development and/or Building Permit. It is intended to provide additional information to expedite the review and approval of construction drawings.

Accurate and complete information is required.

General Information			
Project Name:			
Street Address:			
Mailing Address:			
Contact Person:		Telephone:	
Title:		E-mail:	
Existing Discharge:	(Circle Which) YES NO	Account #:	
Discharge to Begin:	(Give Approximate Date)		
SIC CODE(S) or NAICS CODE(S):	Standard Industrial Classification Code, or North American Industry Classification Code, where known:		
Describe the Specific Nature of the Business or Reason for Altering Existing Discharge			
<p align="center">Will the Discharge be from Restrooms (Domestic Only)? (Circle which) YES NO</p> <p align="center">IF THE DISCHARGE IS FROM RESTROOMS ONLY, STOP HERE AND SIGN FORM BELOW</p> <p align="center">OTHERWISE CONTINUE COMPLETING PAGE 2</p>			

Signature

Title

Date

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.

Return Notice of Intent Form to: Department of Public Utilities, P.O. Box 90775, Henrico, VA 23273-0775



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Describe the Process 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. Provide attachments as needed.		
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		

Signature **Title** **Date**

I certify that the information provided is true and represents, to the best of my knowledge, the information requested.
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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 discharge limitations (local limits) established in Section 23 (116-117) of the Henrico County Code. Additionally, a surcharge for strong wastes may be applied to the customers' water/sewer bills as applicable in Section 23 (362). 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 or avoided.

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 Utility Plan 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 Shops", "Manufacturing", or "Service Company" should be avoided. Instead, describe the business as "convenience store and carwash", "office/warehouse space for future tenants", "food service establishment", or "office building with cafeteria". BE SPECIFIC, IT WILL SAVE YOU SUBSTANTIAL TIME.**
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, printing companies, businesses with 'one hour photo finishing' 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 the DPU Design Division, at telephone number 804-501-4517. Also, visit the DPU M&C website at <http://henrico.us/utility/monitoring-compliance/> for the latest discharge limitations.

Revised January 2015