Cedar Rapids Public Works Department
Standard Operating Procedure

Procedure Name: Wastewater (Sanitary Sewer) Construction Permits – Administrative Assistant		**Approved By:**
Original Author(s): Tammy Schnell	**Original Date Issued:** 03/07/2017	
Date Revised or Reviewed: 08/29/2022	**Revised or Reviewed by:** Debbie O'Meara	**Approved By:** Doug Wilson
Published Locations (manuals/websites/etc.): Project Development and Management Manual – After any revisions to this document, replace the obsolete version stored on this webpage		

Purpose:
To summarize and document the process for paying for a wastewater (sanitary sewer) construction permit online as well as submitting the application online.

Background:
Construction, installation, reconstruction, modification (such as lining) or extension of any sanitary sewer requires a construction permit issued by the Iowa Department of Natural Resources (IDNR).

Procedures:

1. Obtain the following documents from the Project Manager before starting on the application:
    - Completed and electronic or digitally signed "Wastewater Disposal System Construction Application Fee Form". Be sure the fee form is filled out completely and clearly identifies the "Owner Name" and "Project Identification" to avoid misplacement of the payment form.
    - Completed and electronic or digitally signed where applicable, permit application package (Schedules).
    - One (1) electronic set of the plans and project manual with the plan cover sheet and Section 00005 of the project manual sealed and electronic or digitally signed by the design Engineer (this may be a consultant), and all addenda, if applicable.

2. Email the completed and signed "Construction Application Fee Form" only to webmaster@dnr.iowa.gov (do not include the Schedules).
    - In the subject line of the email, type "Credit Card Charge", so the IDNR can ensure it is sent to the correct folder for review and processing.

3. After emailing the application fee form, call 515-725-8200, to give the credit card information **only over the phone**.
    - Tell them you are calling to pay for an application fee form that you emailed earlier.
        - IDNR staff will **not** call customers to process the charge;
        - This payment processing is handled by designated Wallace Building 4th Floor Reception staff only and **not** by the Wastewater Engineering Section.
    - They accept Visa, Master Card and Discover Card.
    - You should immediately receive an email confirmation of payment.
    - Upload a copy of the email confirmation of payment and a copy of the signed Application Fee Form (as one PDF) to US Bank Access Online and include the project number and either NA, GRI, or SLOST as applicable. The person whose card is used will sign/approve and date this. A copy of this should be saved to the Permits folder.

4. At this time, Iowa DNR Wastewater Engineering Section is unable to receive hard copy applications. New permit applications shall be submitted via email (wastewater-engineering@dnr.iowa.gov).
    - Refer to website Iowa Department of Natural Resources – Wastewater Construction Permits for additional instructions. Note that the Application Fee Form included in the submittal package must state the payment has been processed by credit card, and include the **Ticket #** from the payment confirmation email. Otherwise, they will assume the permit application was emailed without payment enclosed, which will drastically hold up the approval process.

5. Once the IDNR has approved the application, they will email a response to the project manager (or to the consultant if they submitted on behalf of the City), an electronic project manual and or plan set, or just specific parts of them, signed and stamped with an “Approval to Construct”.