



# User Guide

for

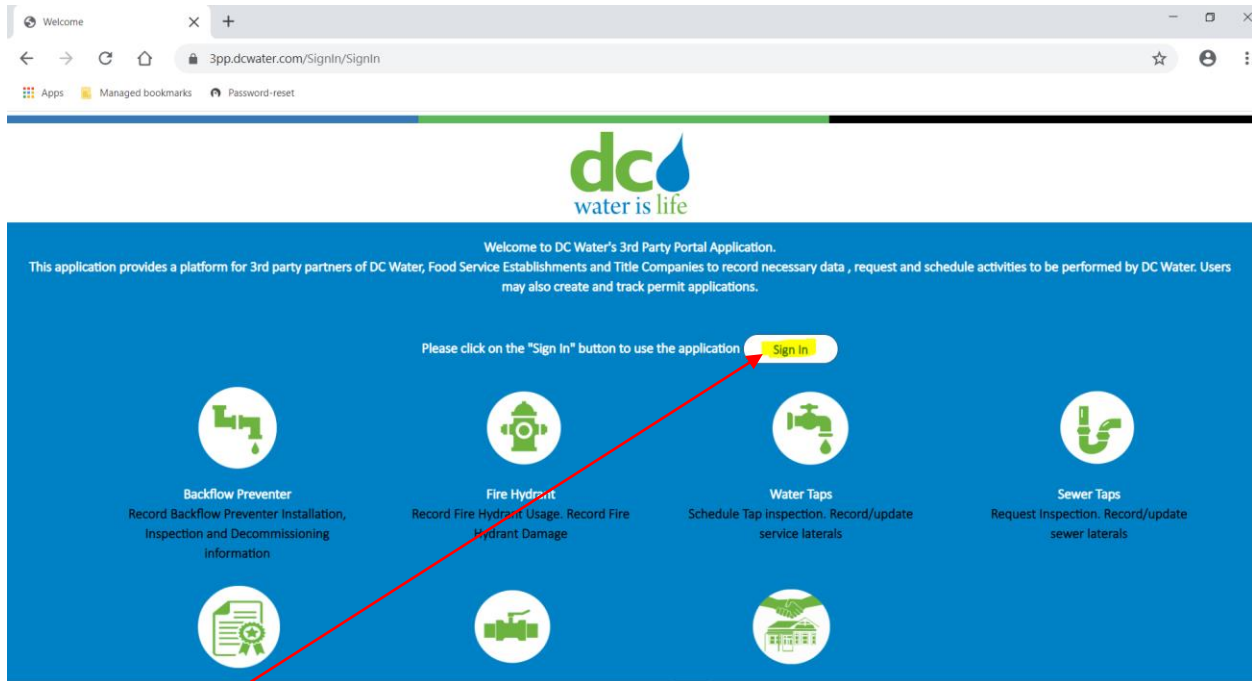
**Third Party Portal (3PP)  
Electronic Permits  
(ePermits)**

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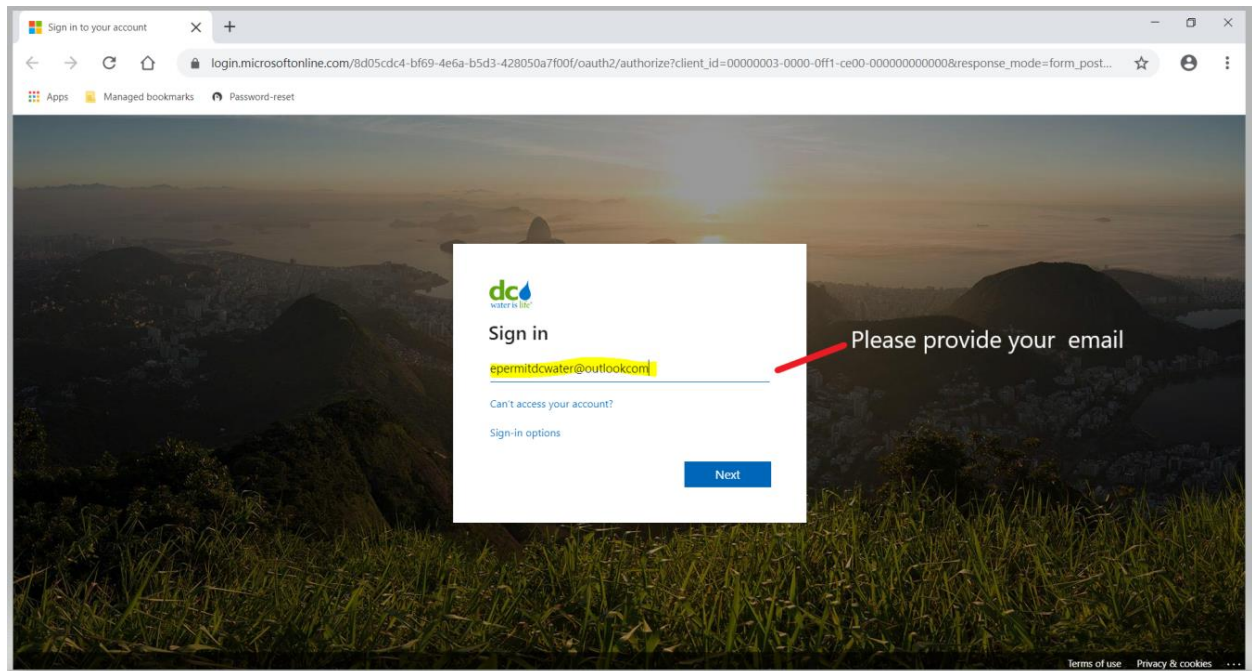
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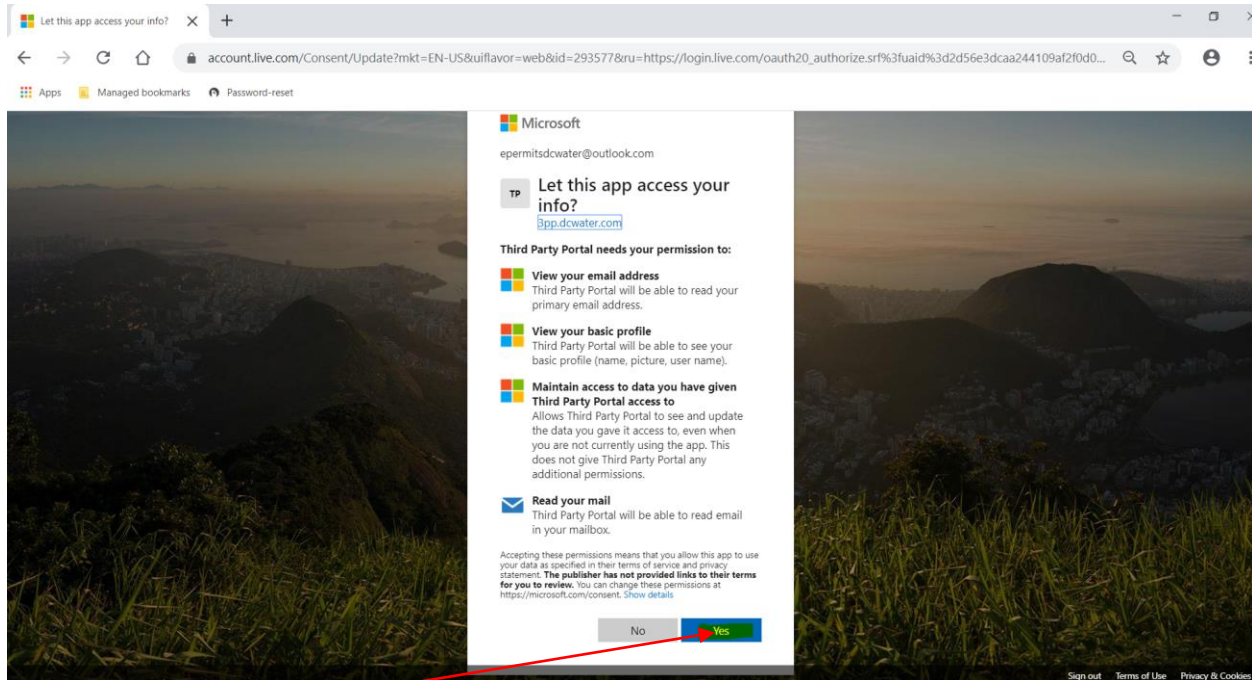
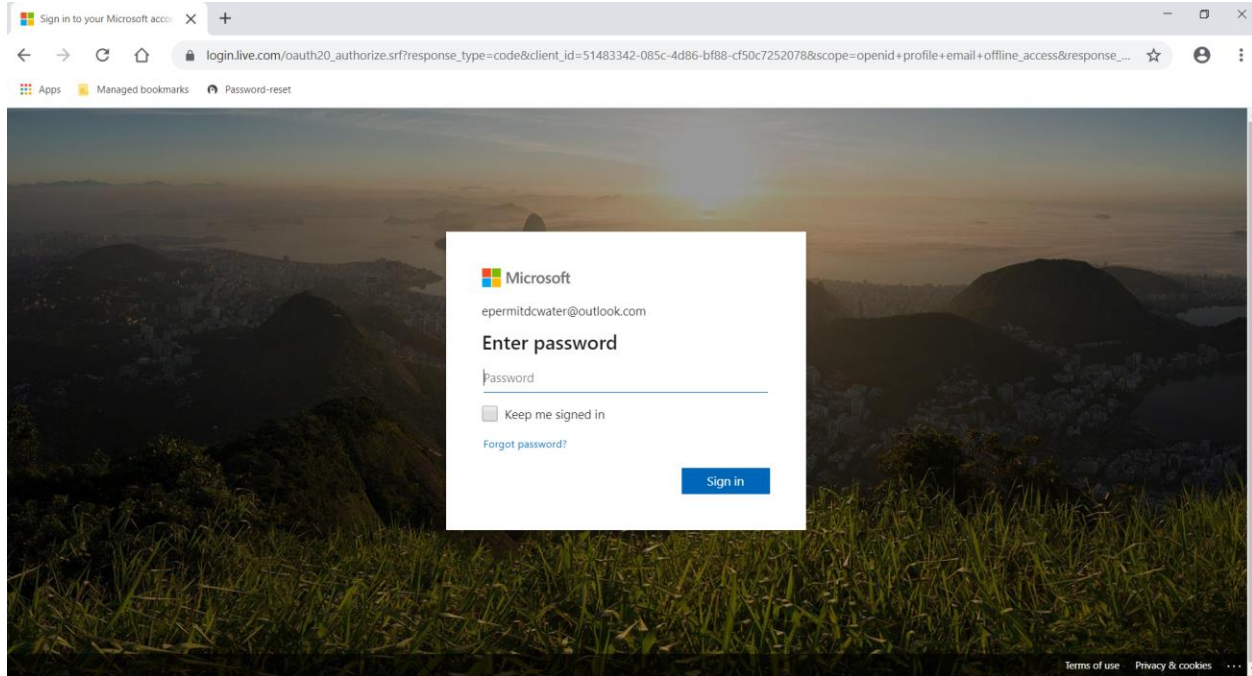
## Section I: User Registration

Url:- <https://3pp.dewater.com/signin>



Click on Sign in





Click on Yes



Enter data. \* indicates mandatory fields

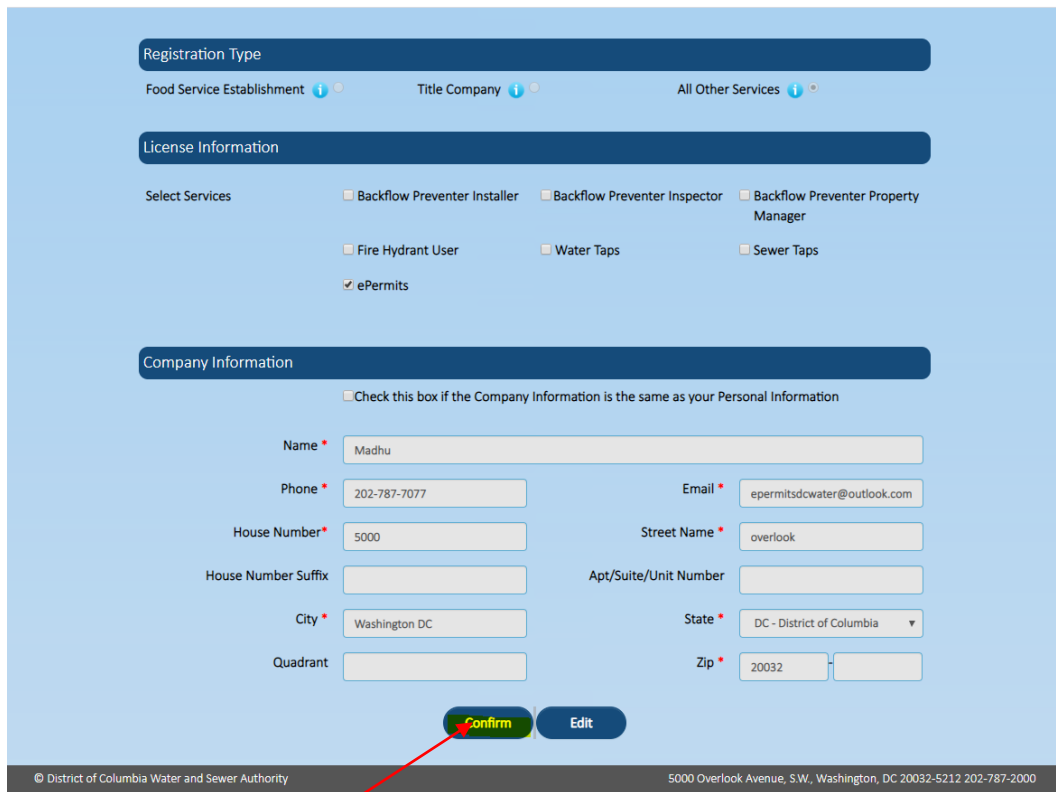
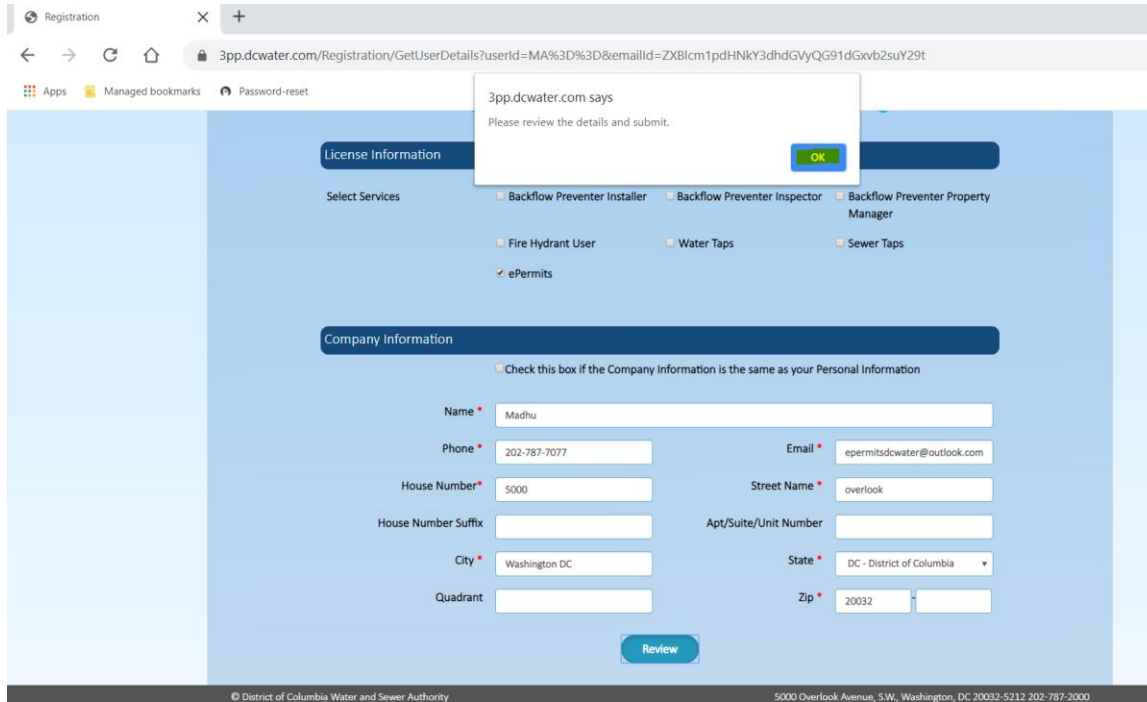
Next Click on All Services Radio button

Select ePermits Under License Information - Select Services

Provide Company Information in bottom screen

Click on Review button

Click OK on the pop-up screen



Click on Confirm button



My Account ▾

### Registration Confirmation

Your registration has been submitted successfully. If you have registered for ePermits, in order to complete the registration, you must visit the Permit Operations office during business hours and present a valid state or federally issued form of identification to validate your identity. You will not be able to submit permit applications online until your identity has been validated. If validation is not completed within thirty (30) days, the registration request will be cancelled.

SERVICE	REGISTRATION REFERENCE NUMBER
ePermits	REG2718

If you have questions, please contact the listed representative for the selected service.

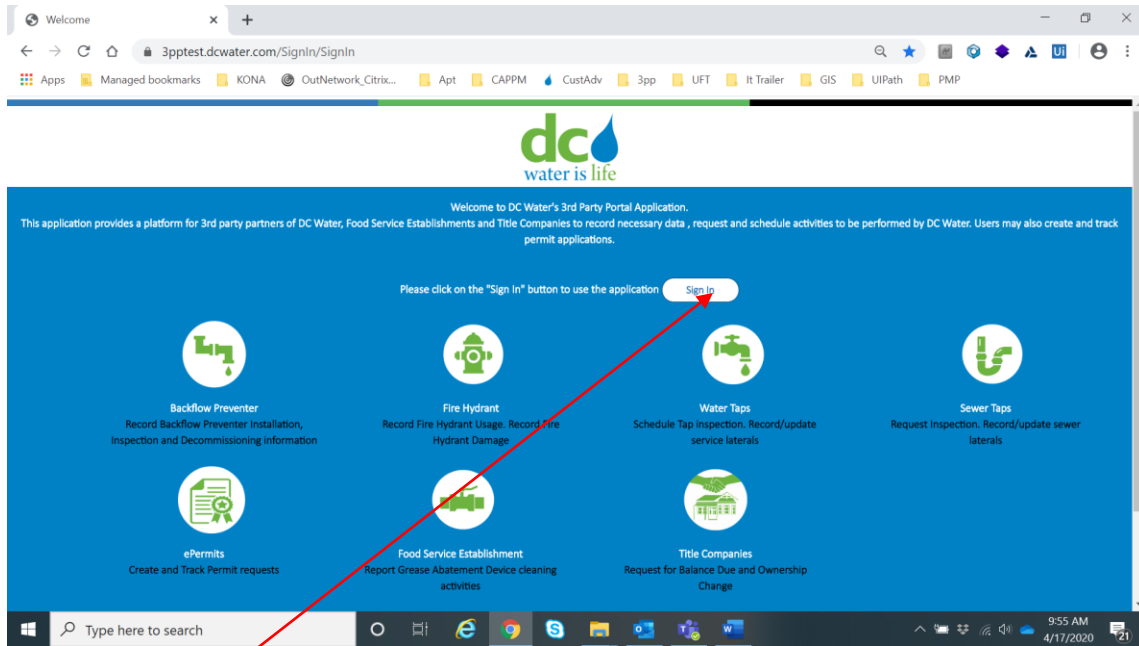
SERVICE	NAME	CONTACT NUMBER	EMAIL
ePermits	Administrator	202-646-8600	epermits@dcwater.com

[Back to Home Page](#)

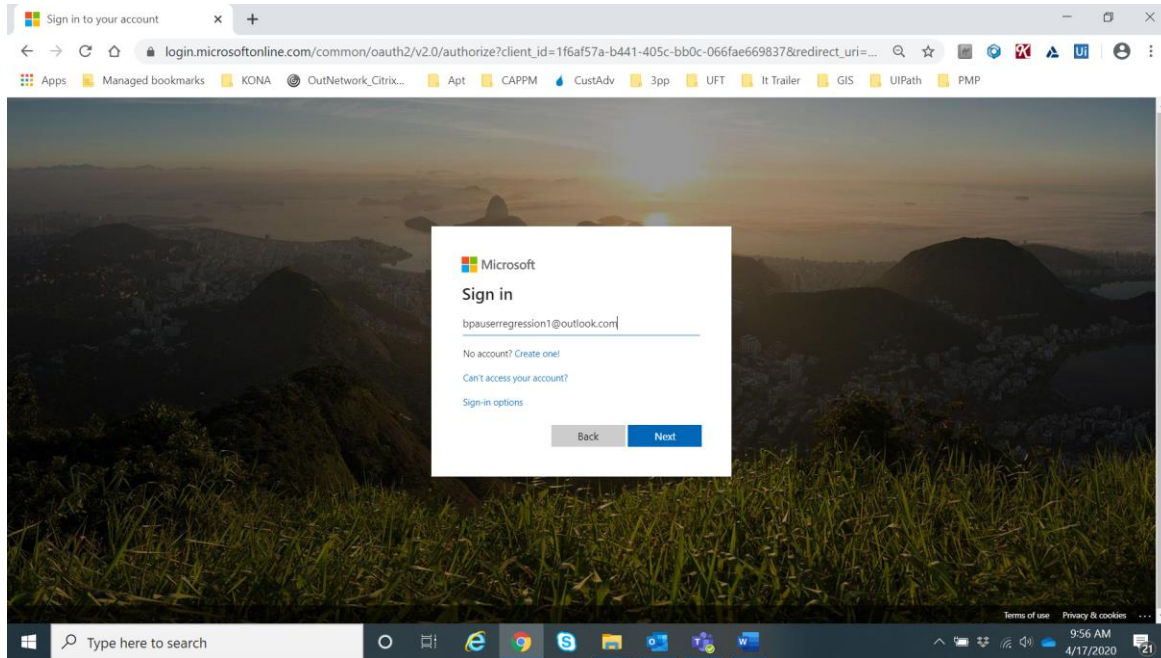
A confirmation email will be sent by Dc Water to the registered user.

Please save your Registration Refence Number.

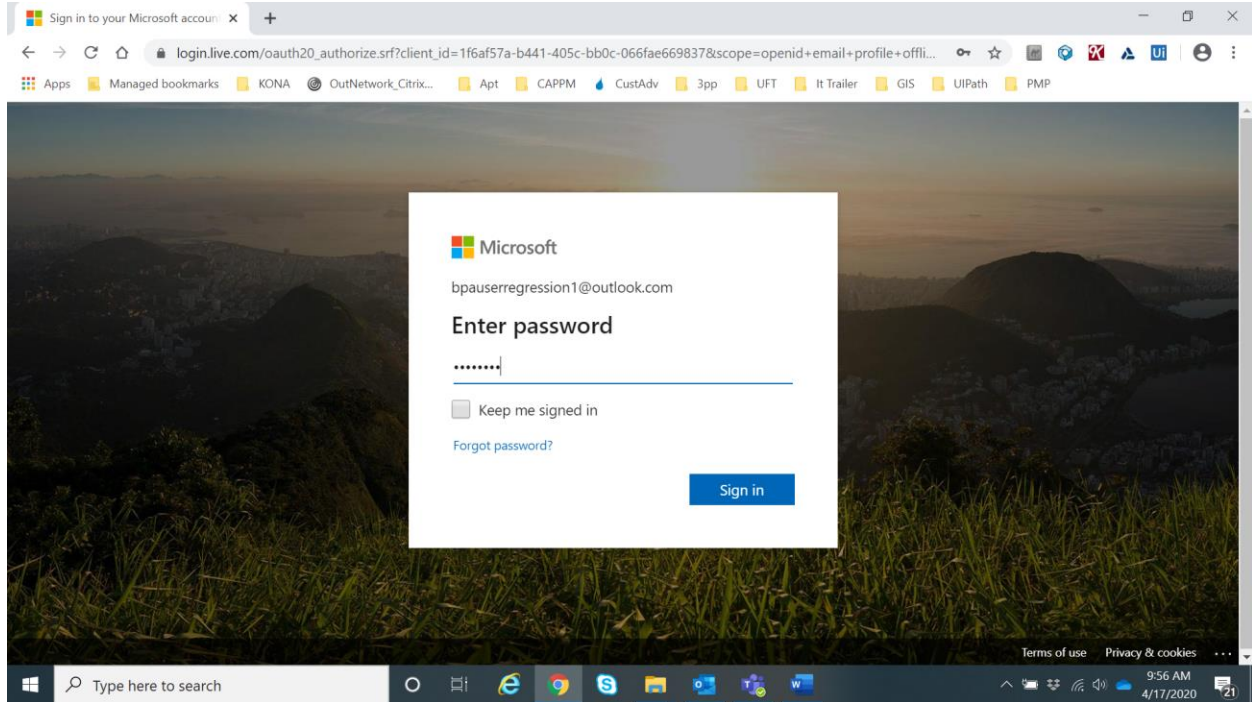
## Section II: Fire Hydrant Flow Test



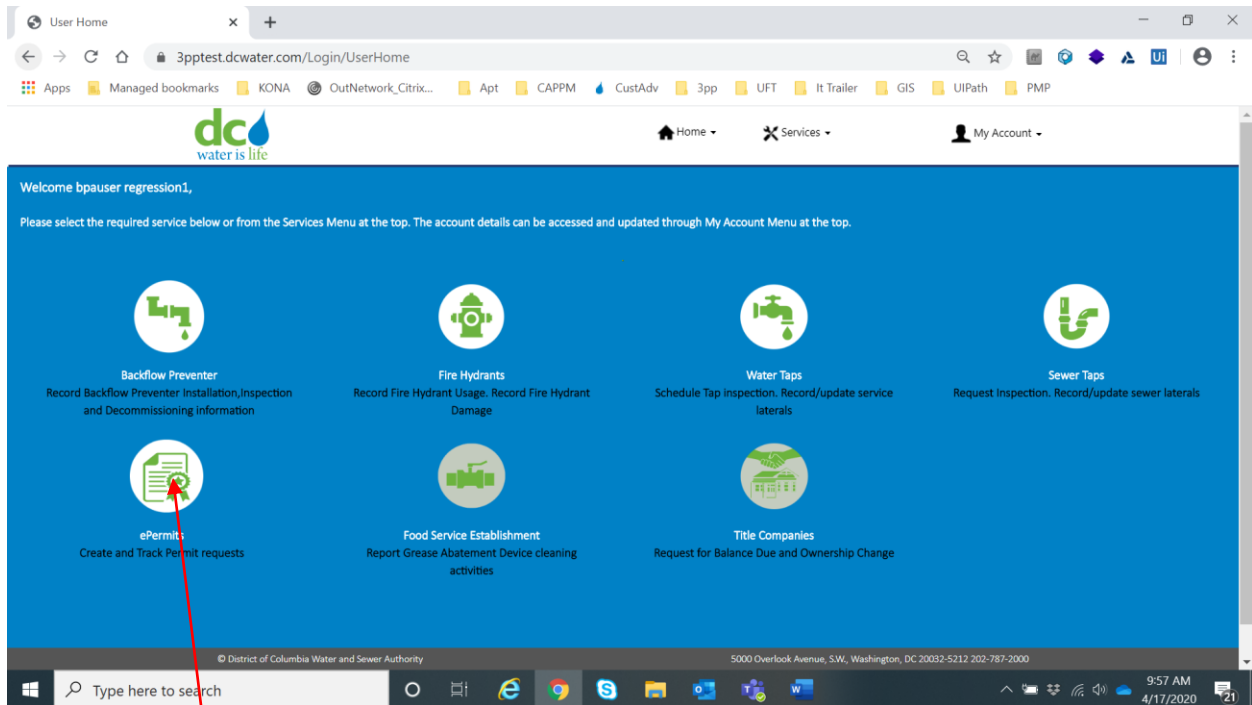
Click on Sign in.



Register user – enter user ID (email)

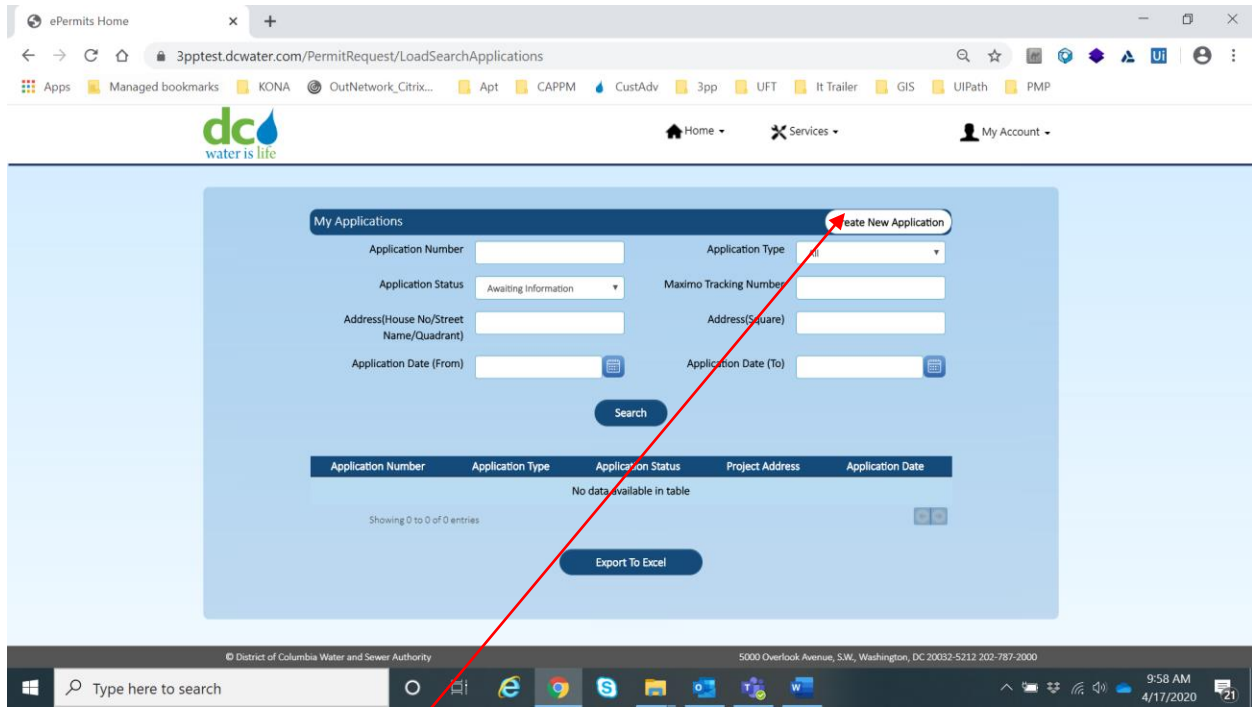


### Enter password

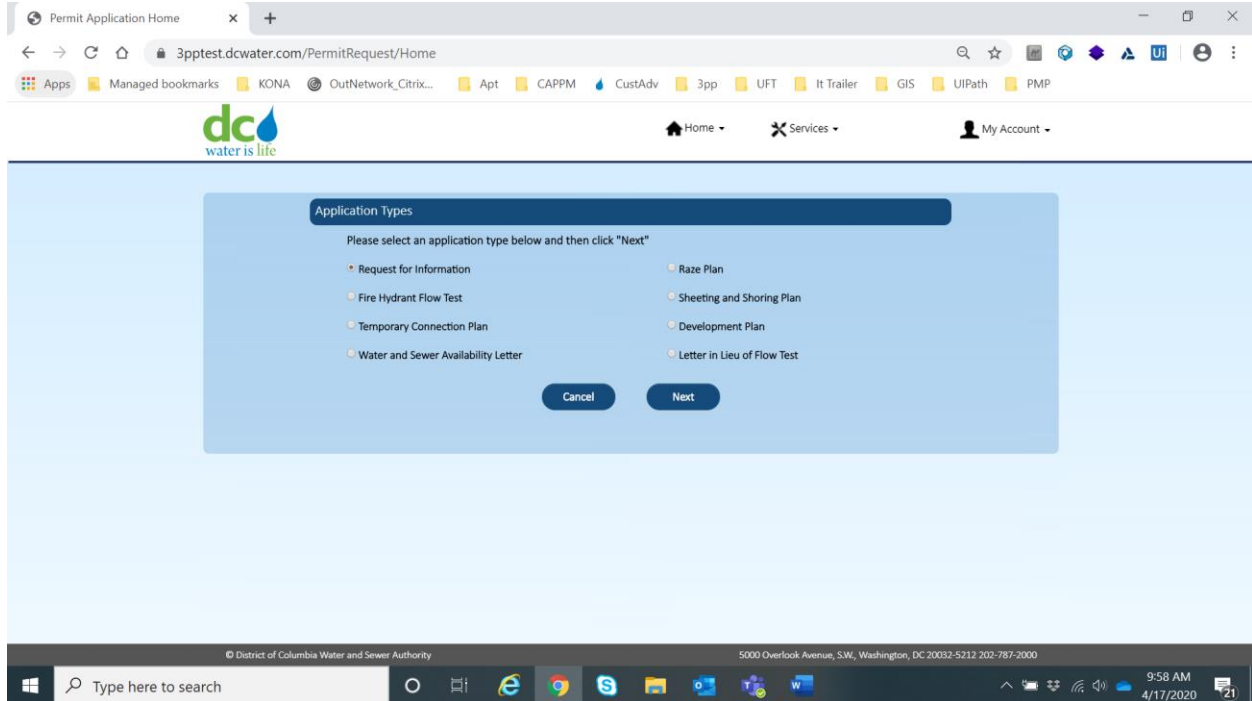


### Select ePermits.

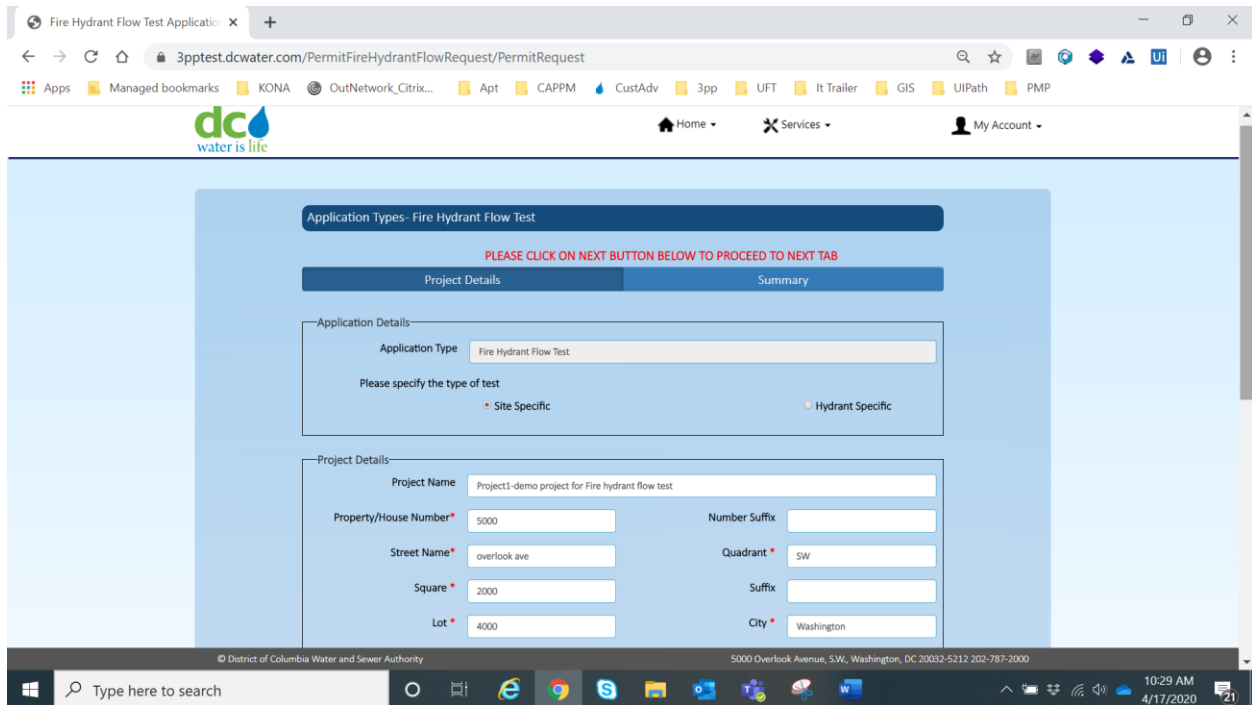
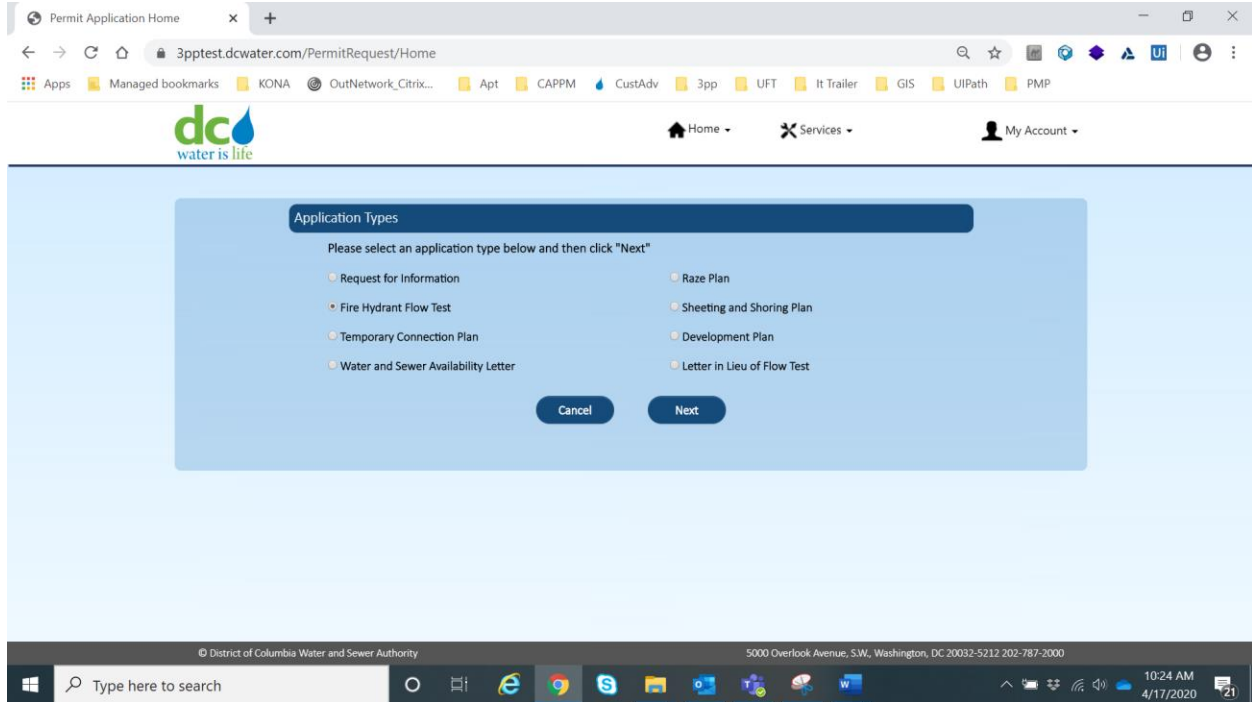




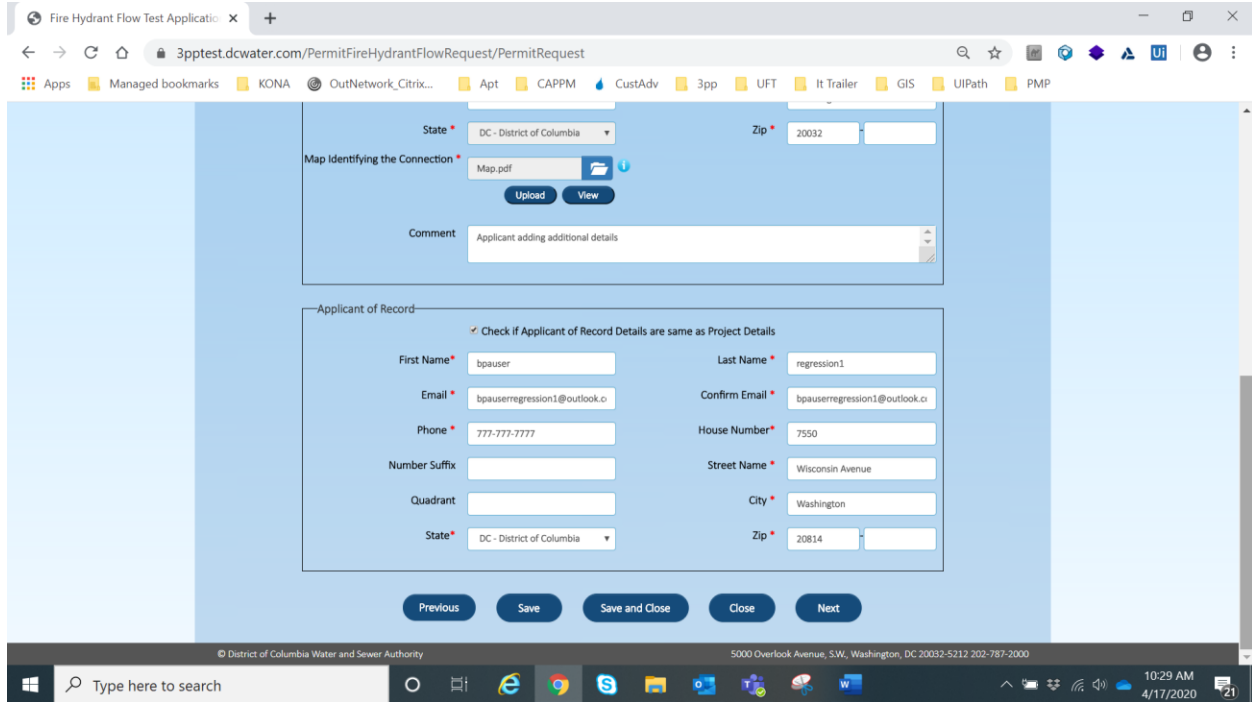
Click on Create New Application.



By default, Request for Information is already selected. Select Fire Hydrant Flow Test radio button.

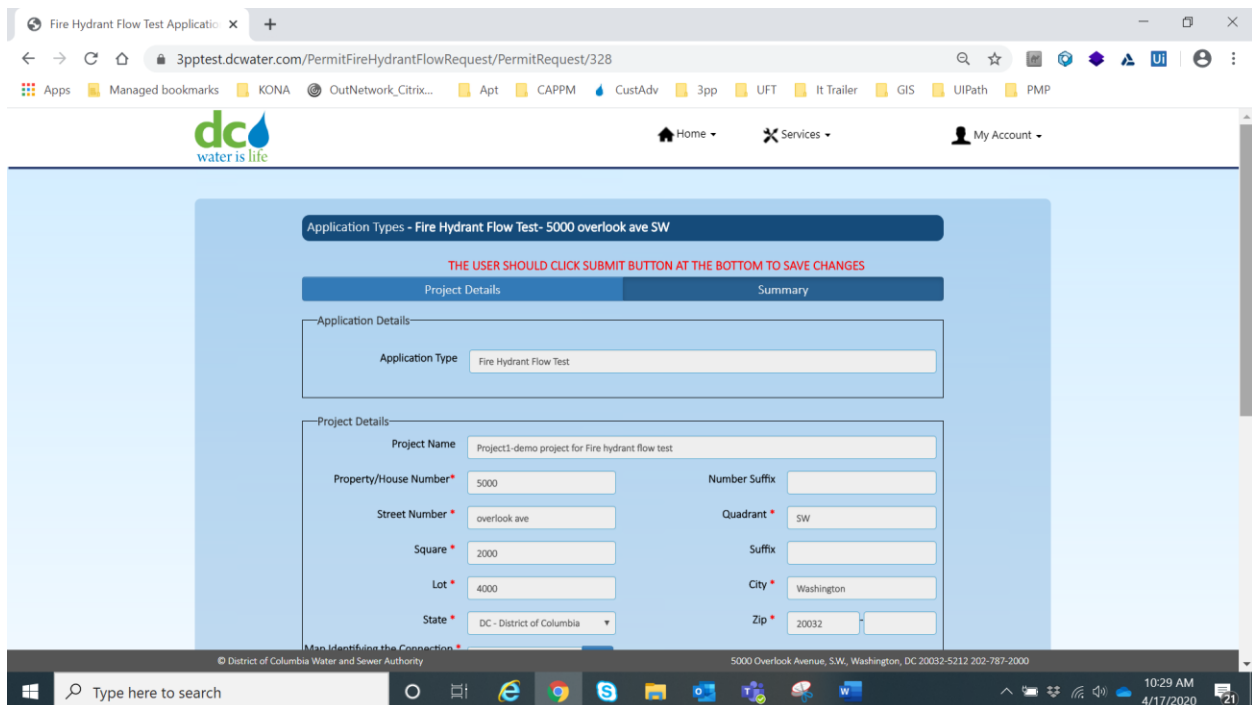


Enter all project details (top part of screen). \* indicates mandatory fields.

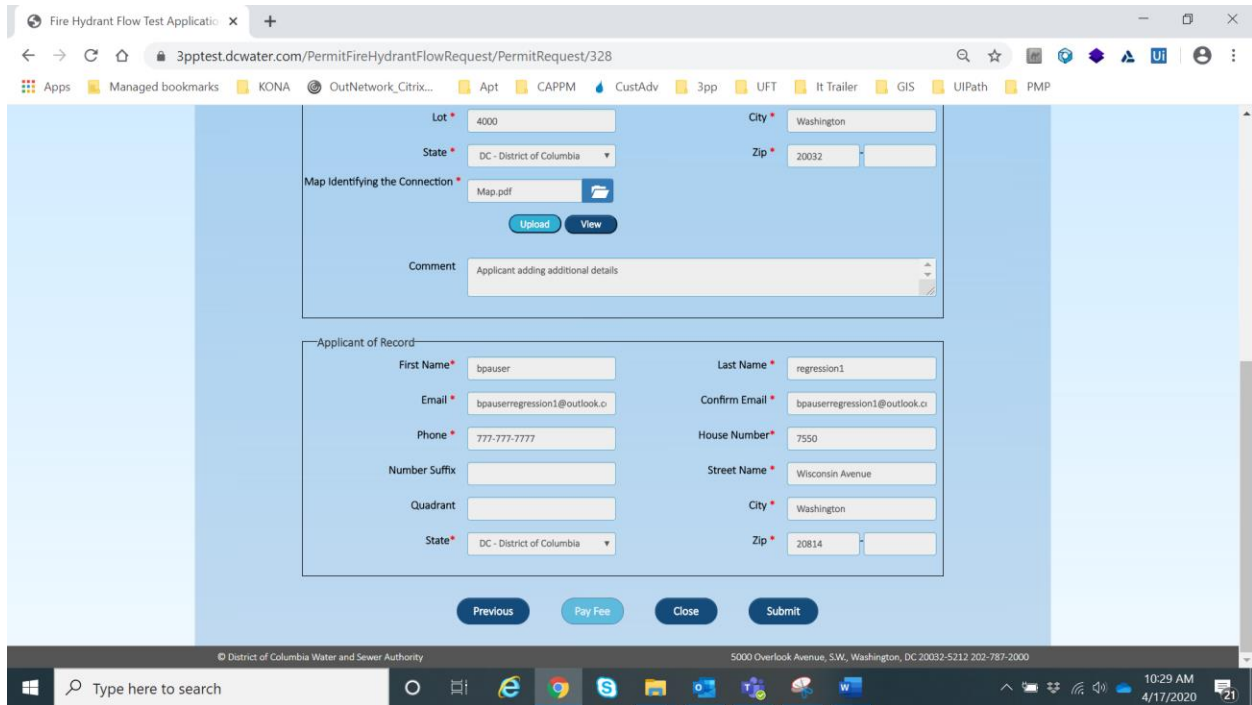


Enter all project details (bottom part of screen). \* indicates mandatory fields.

Click on Next button

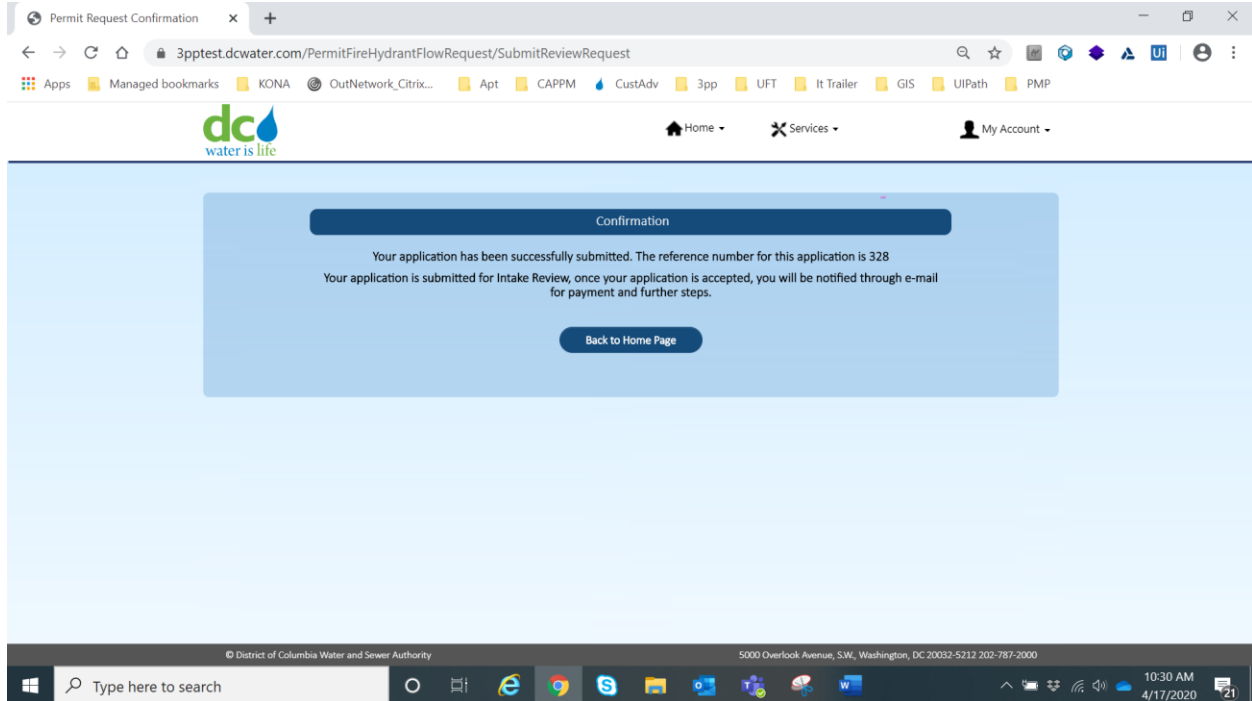


Review the details entered (this is the top part of the screen)



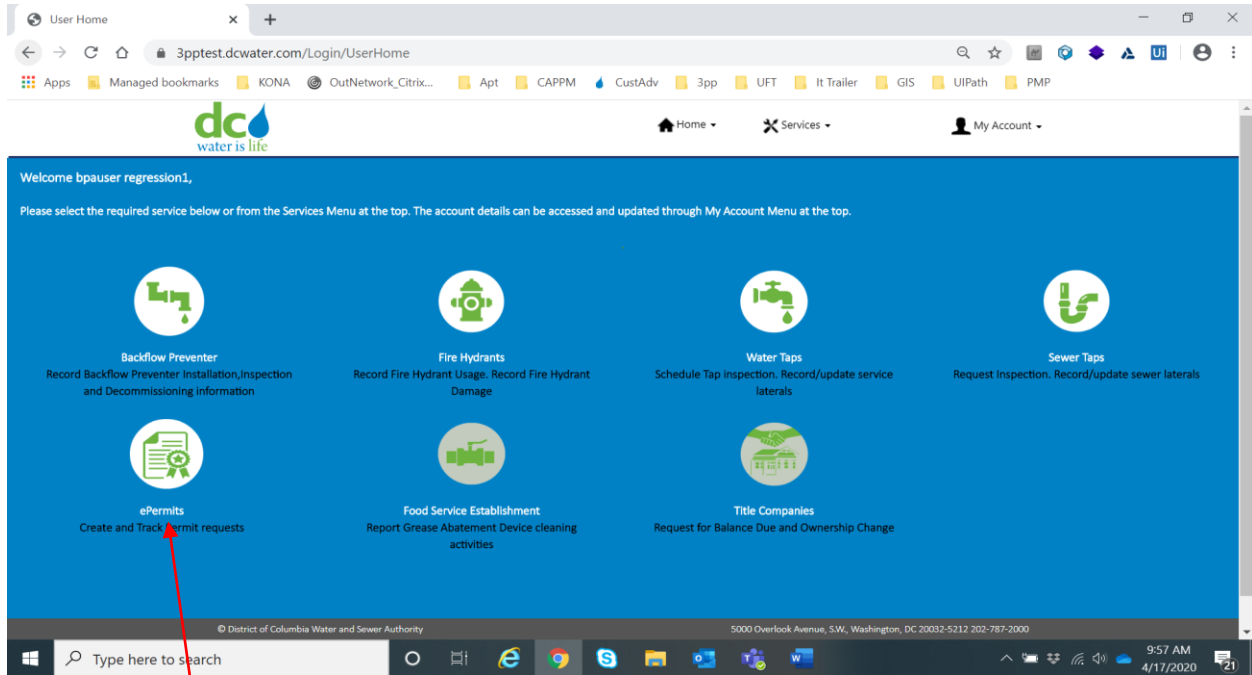
Review the details entered (this is the bottom part of the screen)

Click on Submit button

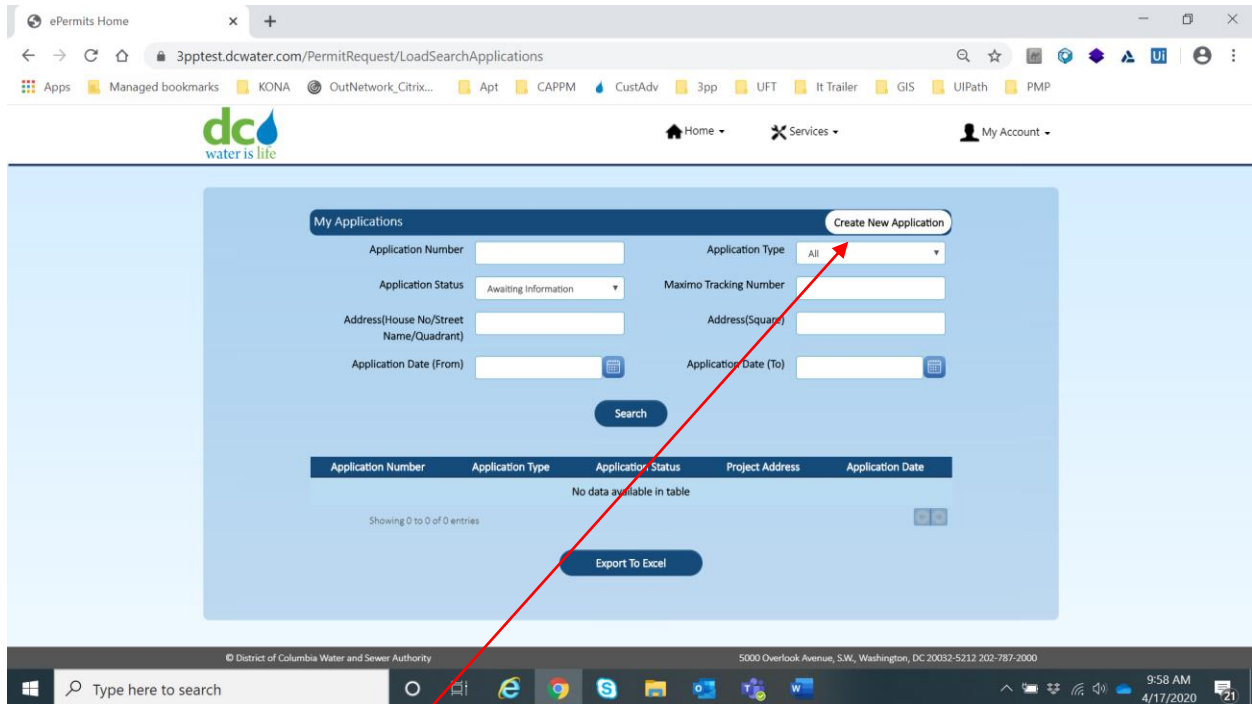


Application submission is confirmed.

## Section III: Temporary Connection Plan

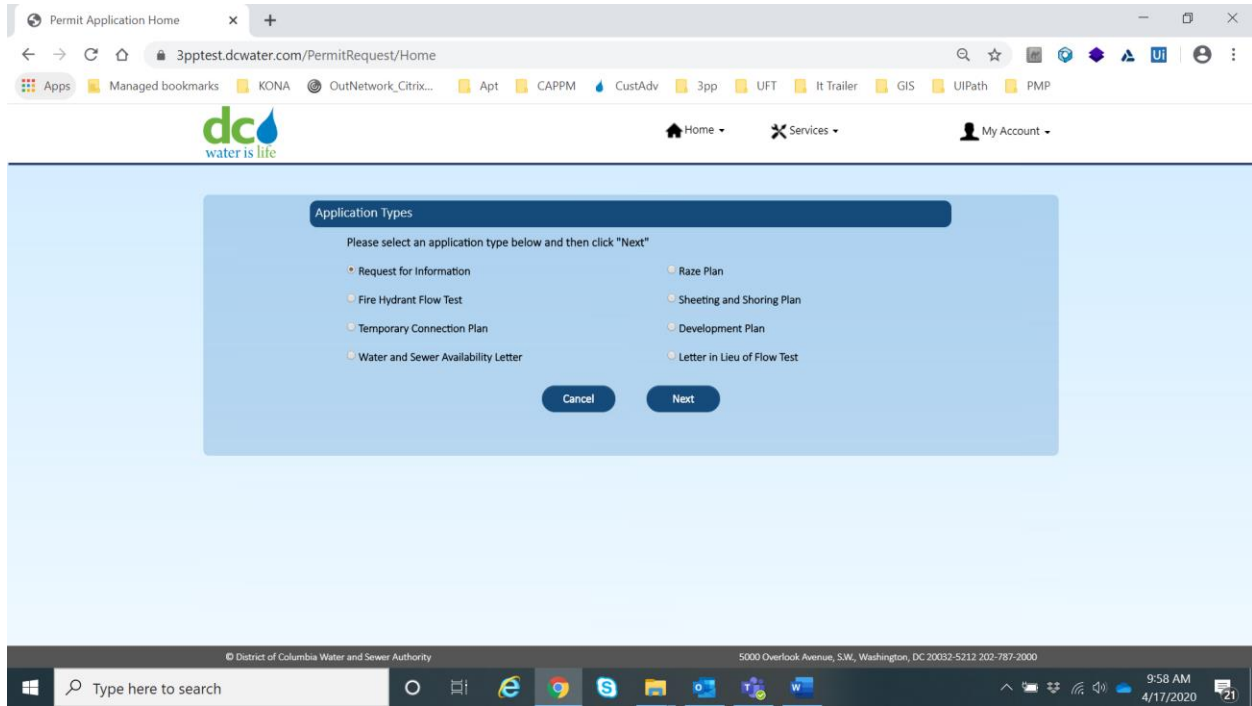


Select ePermits

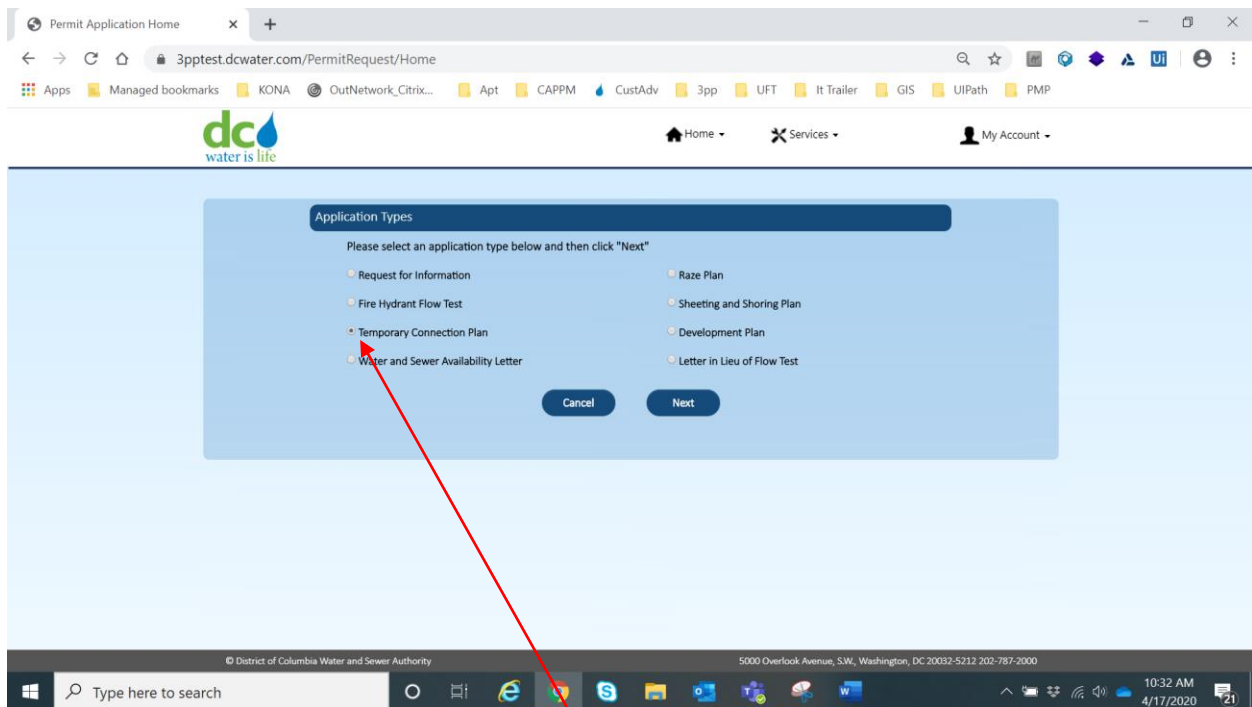


Click on Create New Application.

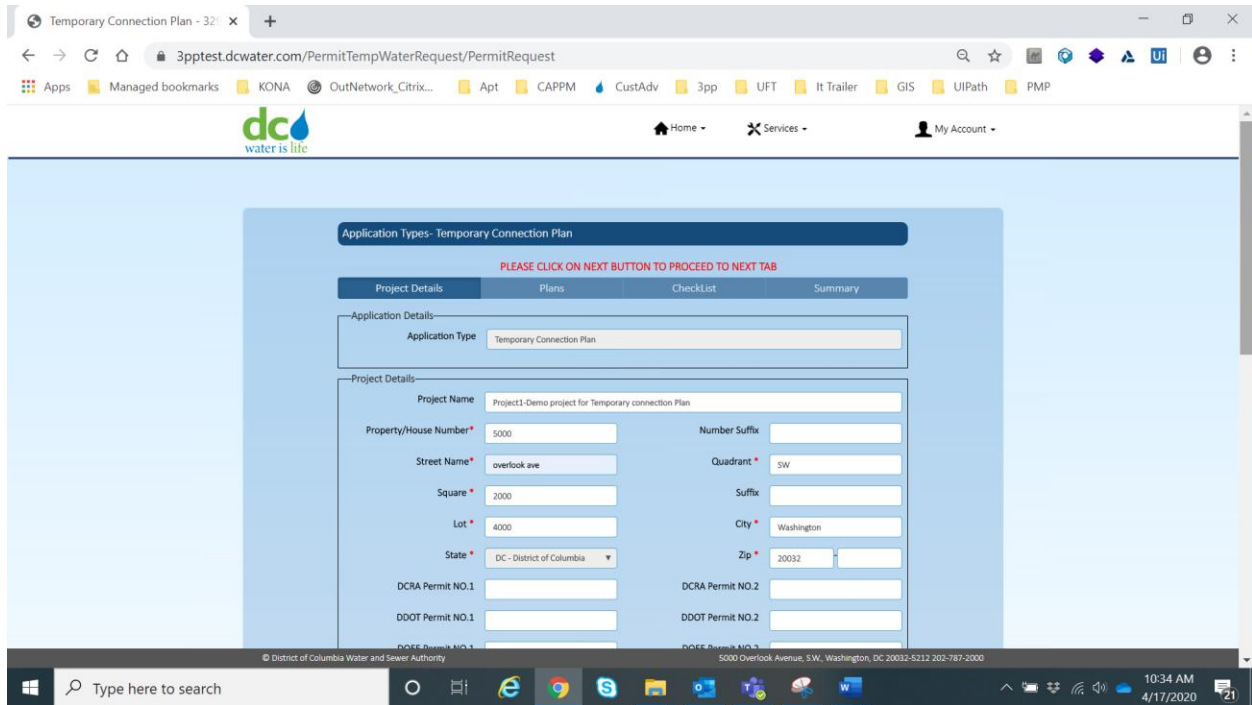




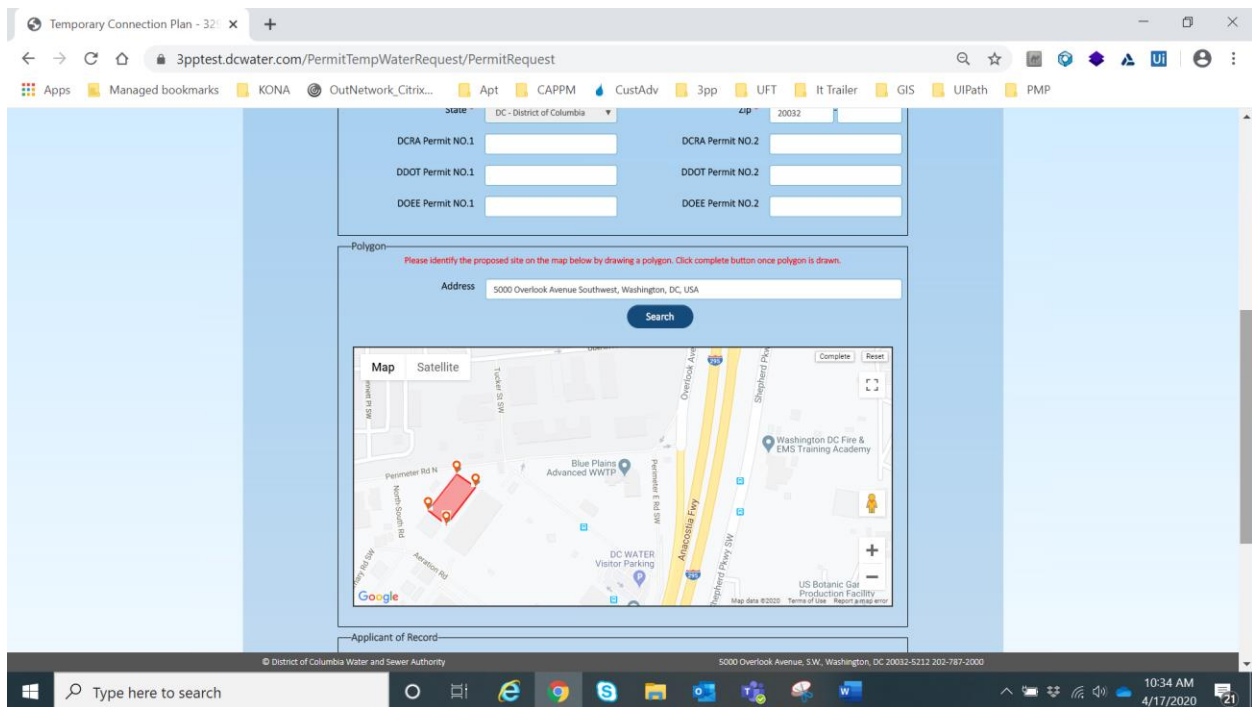
By default, Request for Information is already selected.



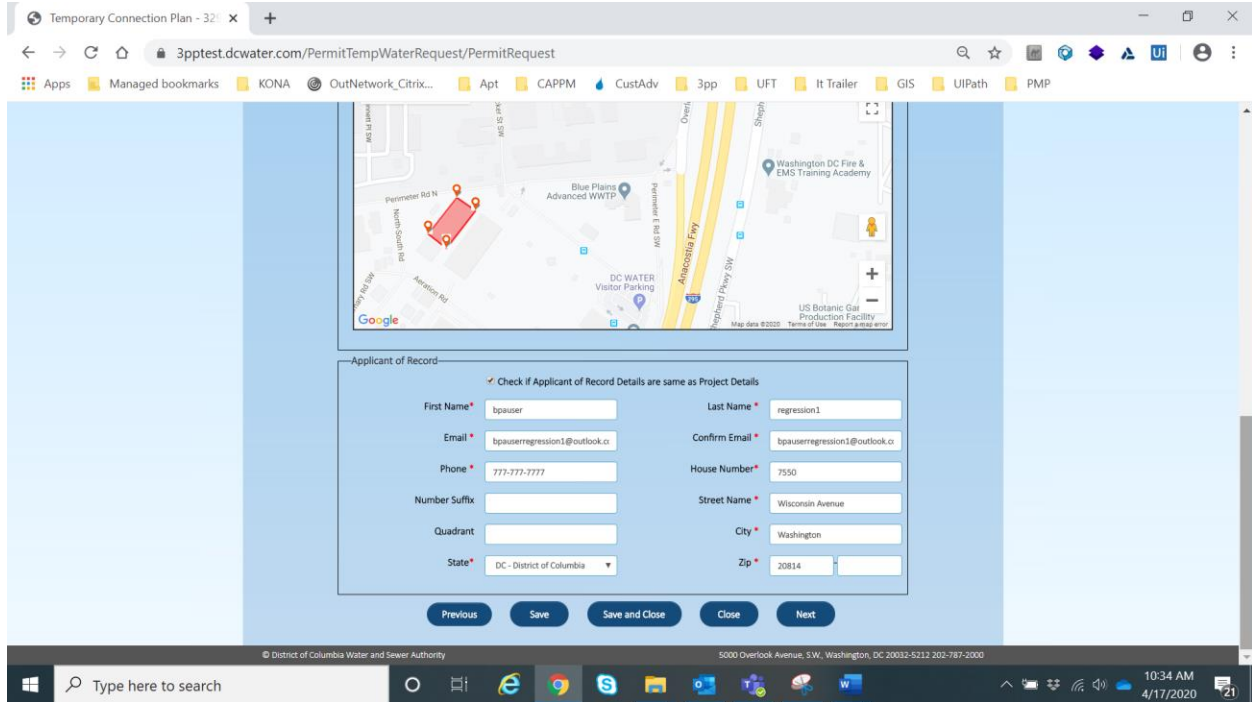
Select Temporary Connection Plan radio button.



Enter all project details (top part of screen). \* indicates mandatory fields.

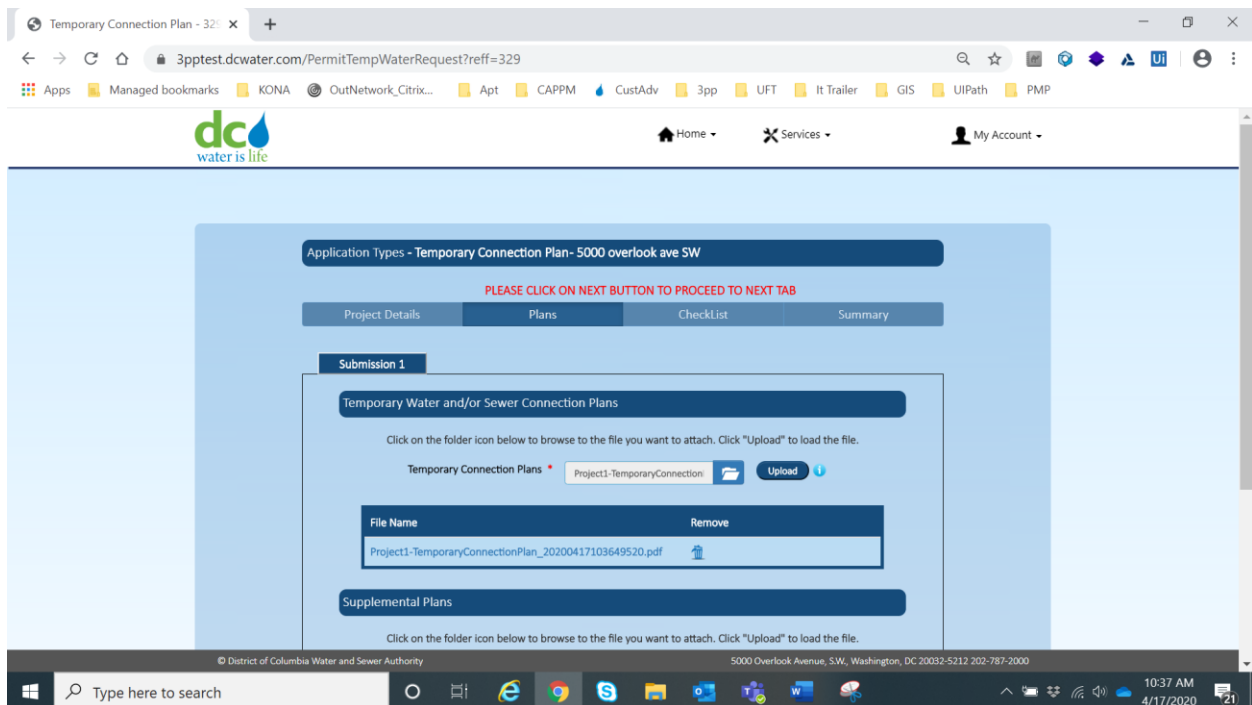


Mark the proposed site on the map.

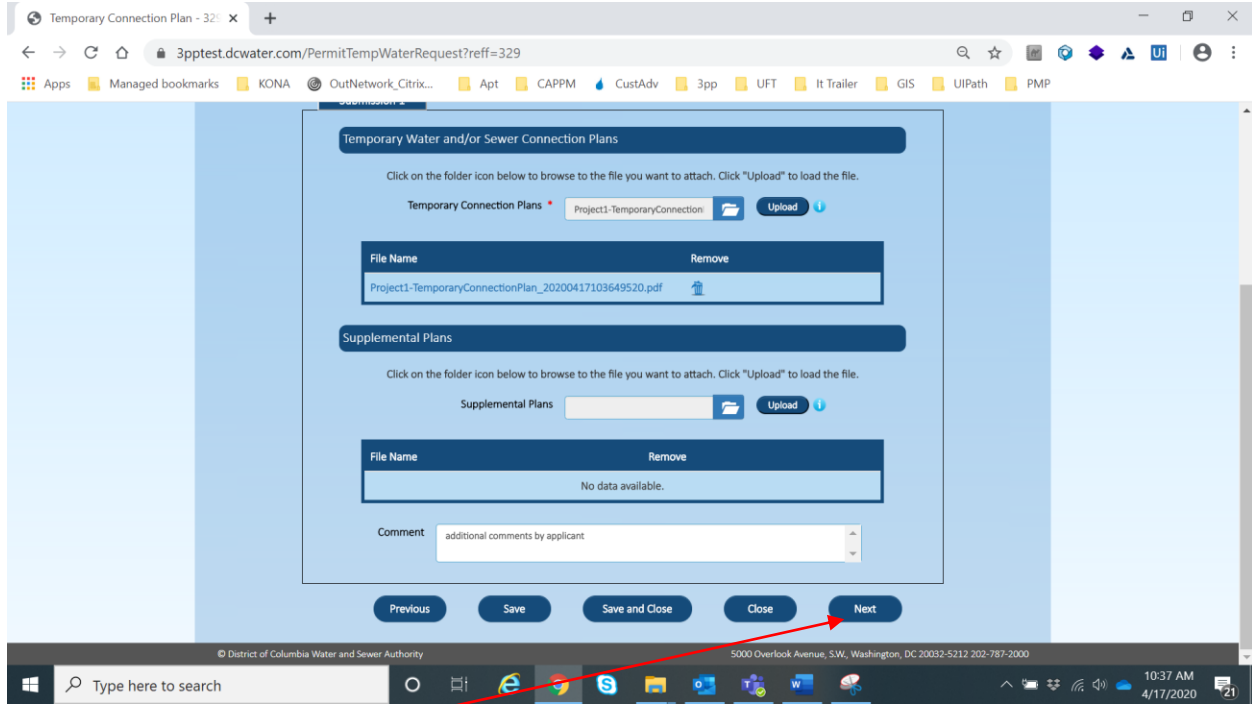


Enter all project details (bottom part of screen). \* indicates mandatory fields.

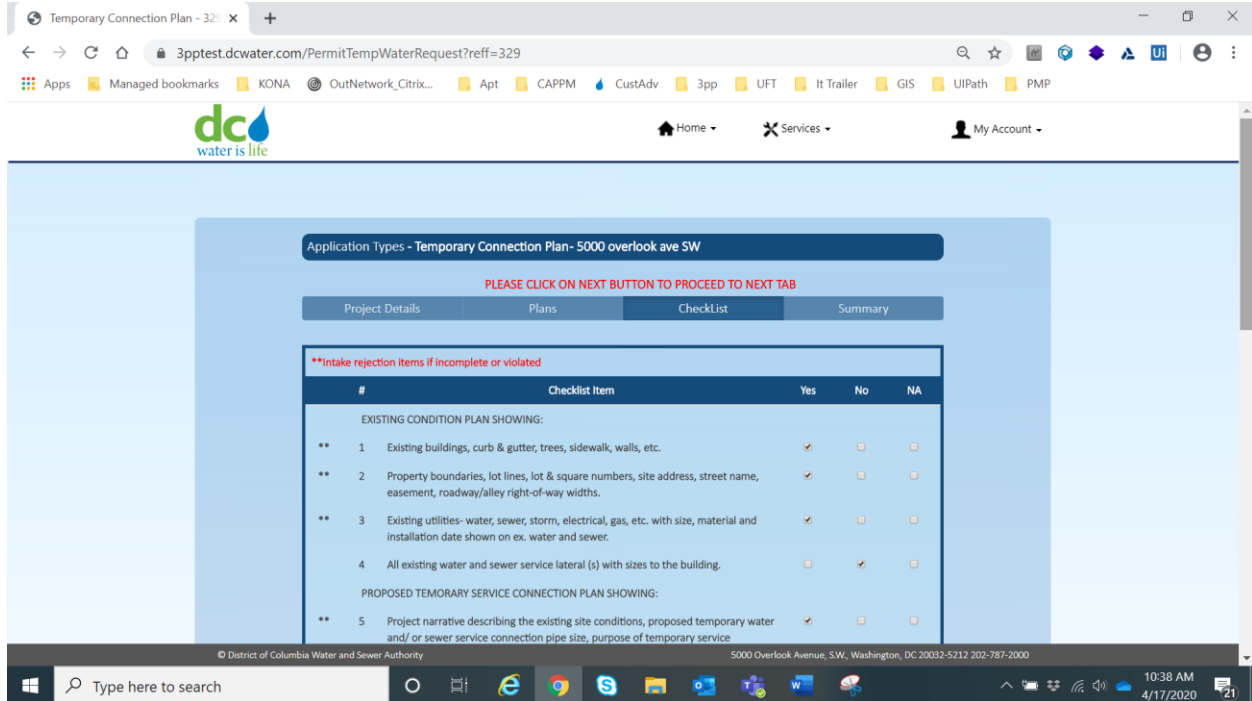
Click on Next button

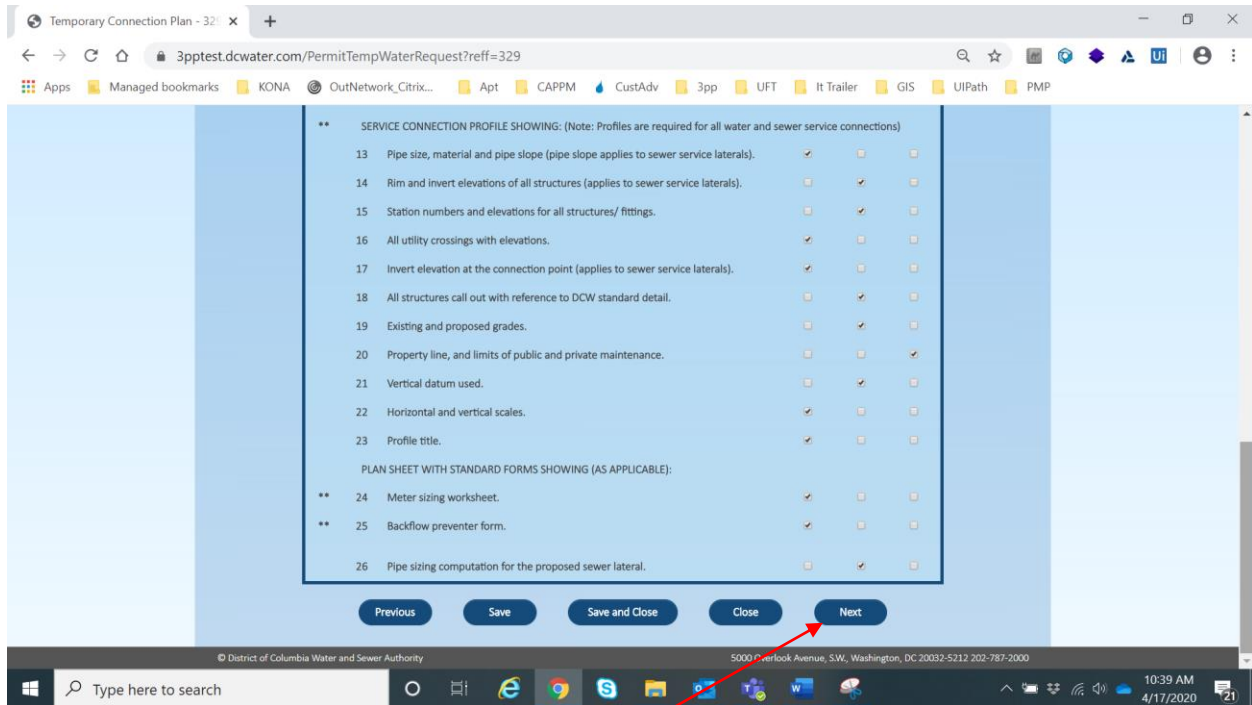
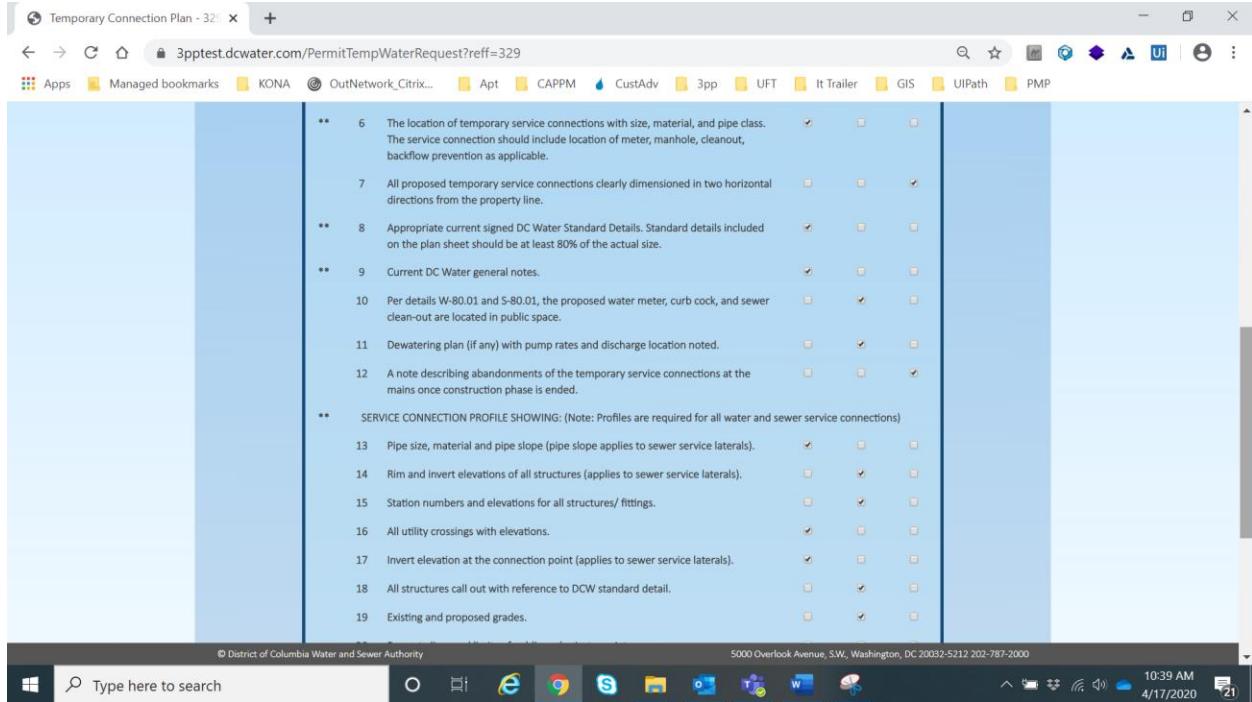


Upload the Plan documents



Click on Next button





Mark the check list items and click on Next button



Application Types - Temporary Connection Plan - 5000 overlook ave SW

PLEASE CLICK ON SUBMIT BUTTON AT THE BOTTOM TO SAVE CHANGES

Project Details Plans CheckList Summary

Application Details

Application Type Temporary Connection Plan

Project Details

Project Name Project1-Demo project for Temporary connection Plan

Property/House Number\* 5000 Number Suffix

Street Number\* overlook ave Quadrant\* SW

Square\* 2000 Suffix

Lot\* 4000 City\* Washington

State\* DC - District of Columbia Zip\* 20032

DCRA Permit 1 DCRA Permit 2

Review the details entered (this is the top part of the screen)

DDOT Permit 1 DDOT Permit 2

DOEE Permit 1 DOEE Permit 2

Applicant of Record

First Name\* bpaiser Last Name\* regression1

Email\* bpaiserregression1@outlook.o Confirm Email\* bpaiserregression1@outlook.o

Phone\* 777-777-7777 House Number\* 7550

Number Suffix Street Name\* Wisconsin Avenue

Quadrant City\* Washington

State\* DC - District of Columbia Zip\* 20814

PLEASE PAY THE SUBMISSION FEE/RE-SUBMISSION FEE AT DC WATER OFFICE

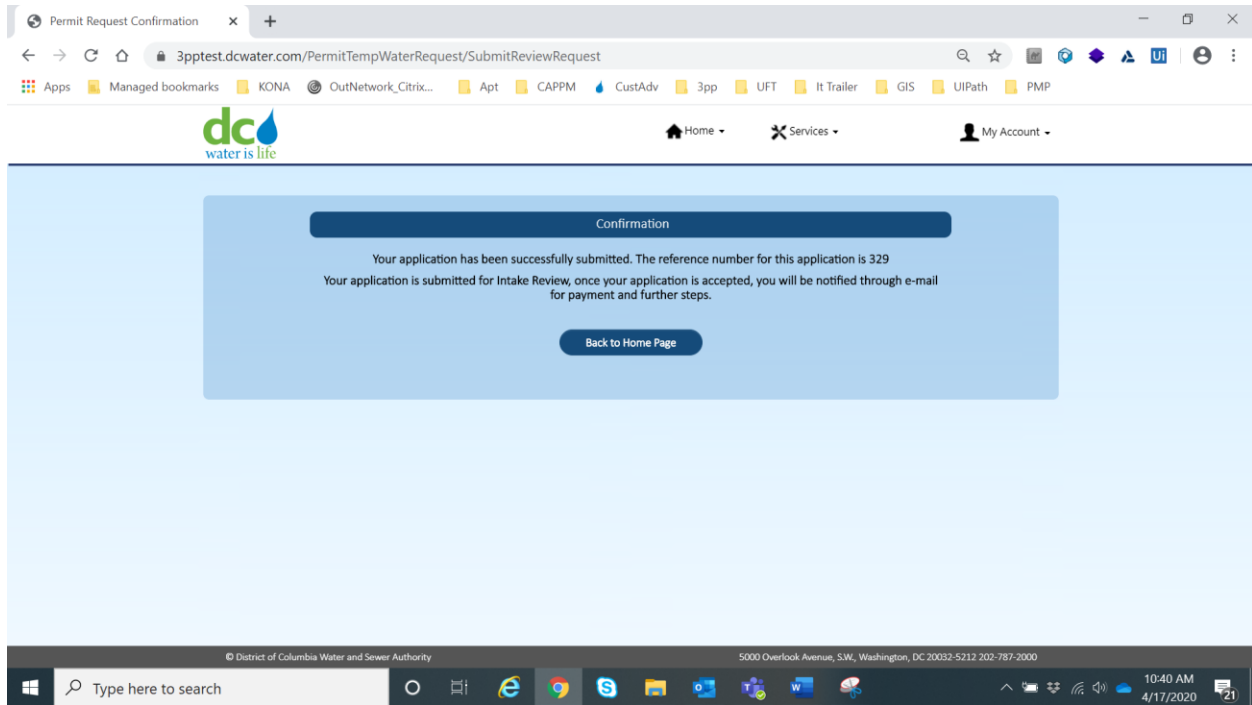
Permit Plan Submission Fee Details

Item	Fee	Payment Status	Notes
Submission Fee	USD 140		Temporary Connection Plan Submission Fee

Previous Pay Fee Close Submit

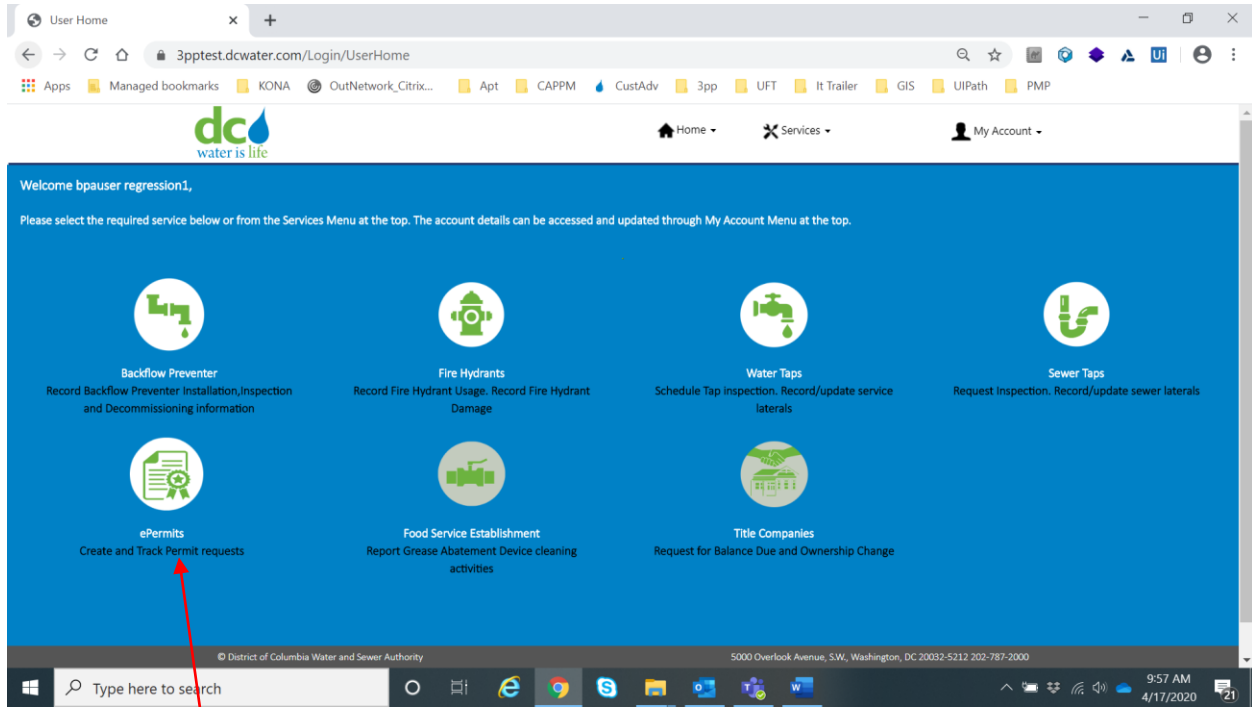
Review the details entered (this is the bottom part of the screen)

Click on Submit button

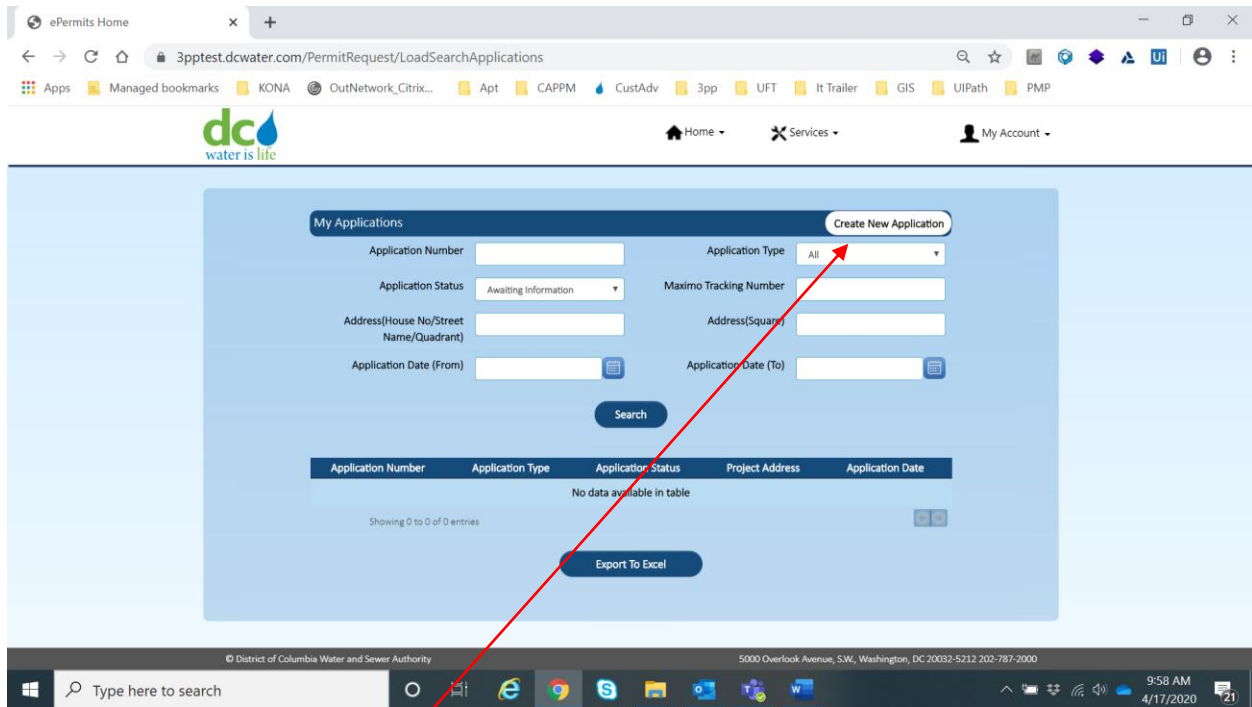


Application submission is confirmed.

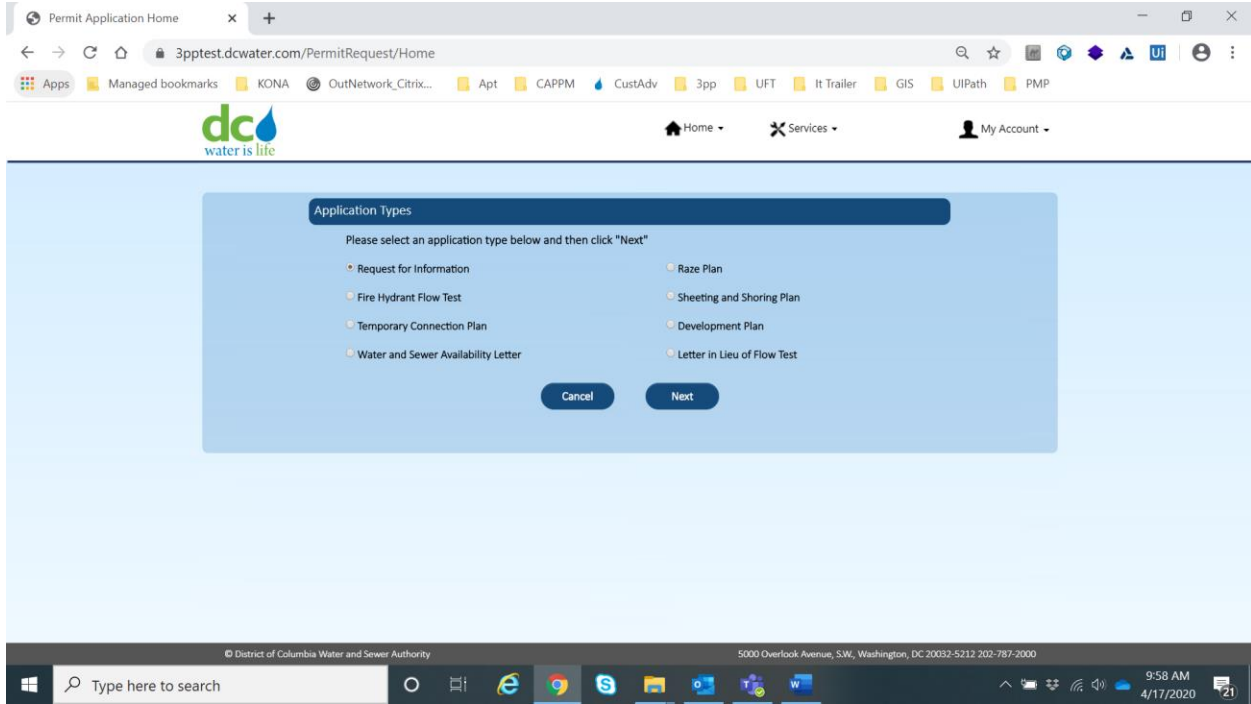
## Section IV: Water and Sewer Availability Letter



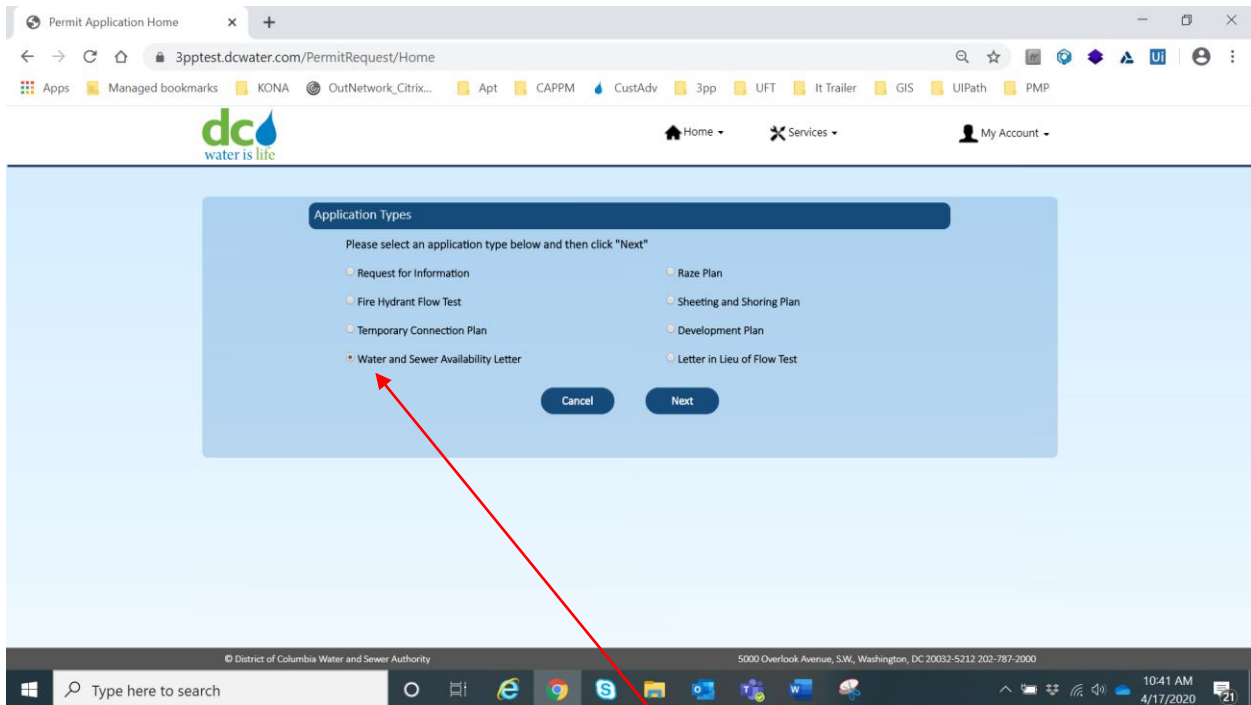
Select ePermits.



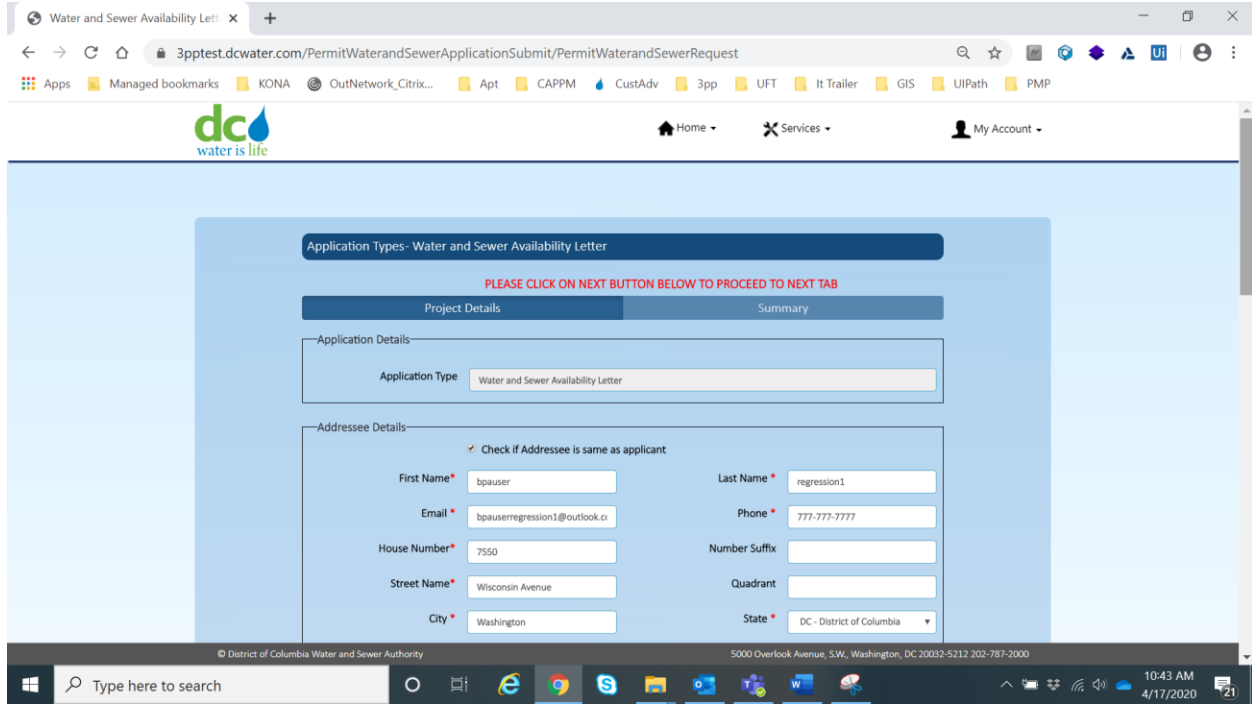
Click on Create New Application.



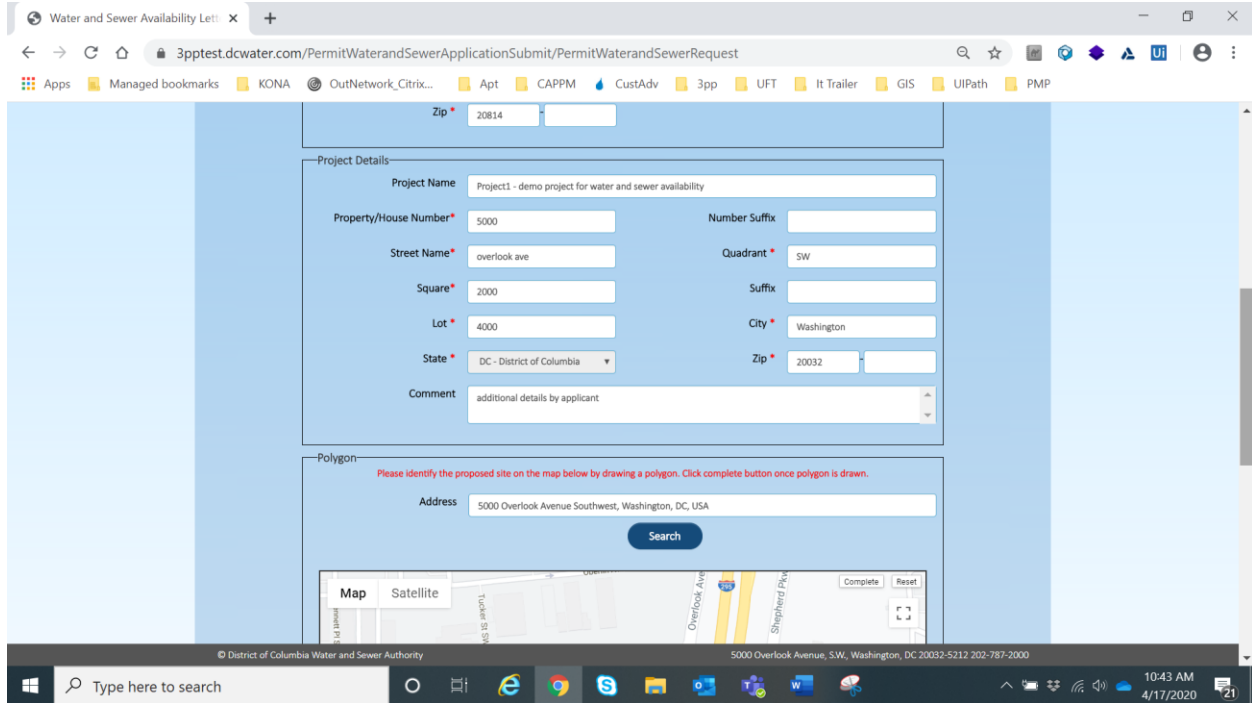
By default, Request for Information is already selected.



Select Water and Sewer Availability Letter radio button.

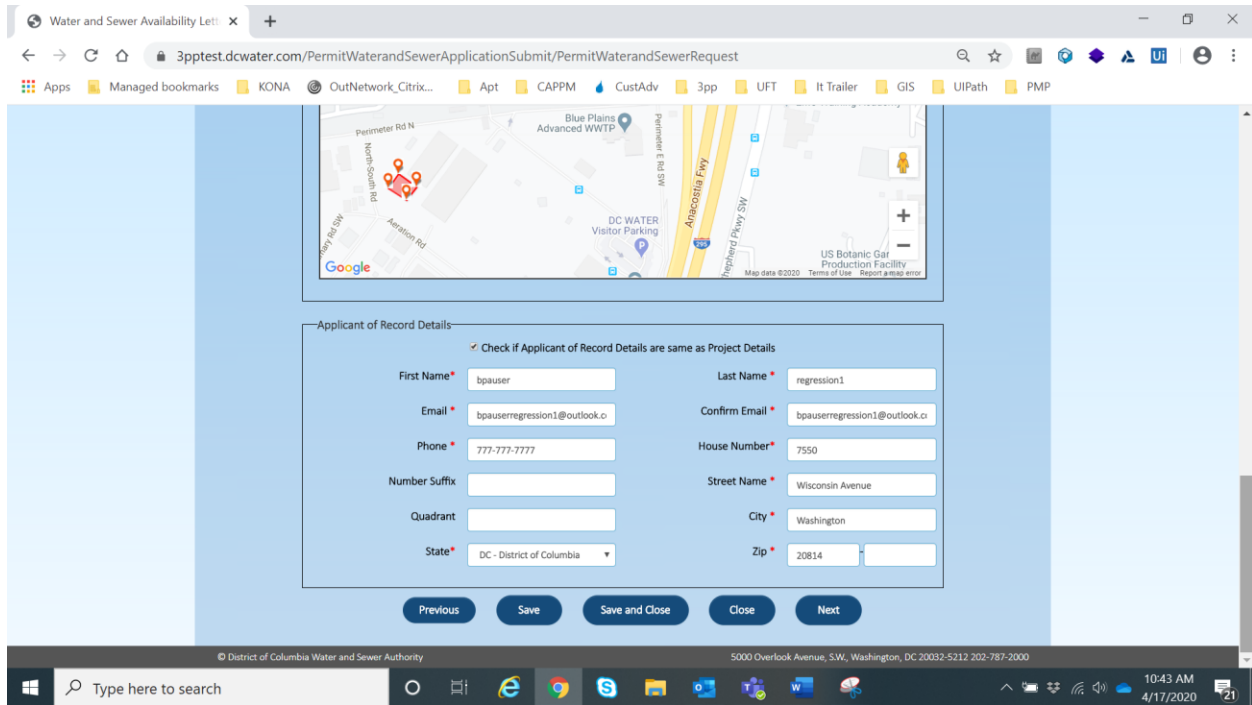


Enter all project details (top part of screen). \* indicates mandatory fields.



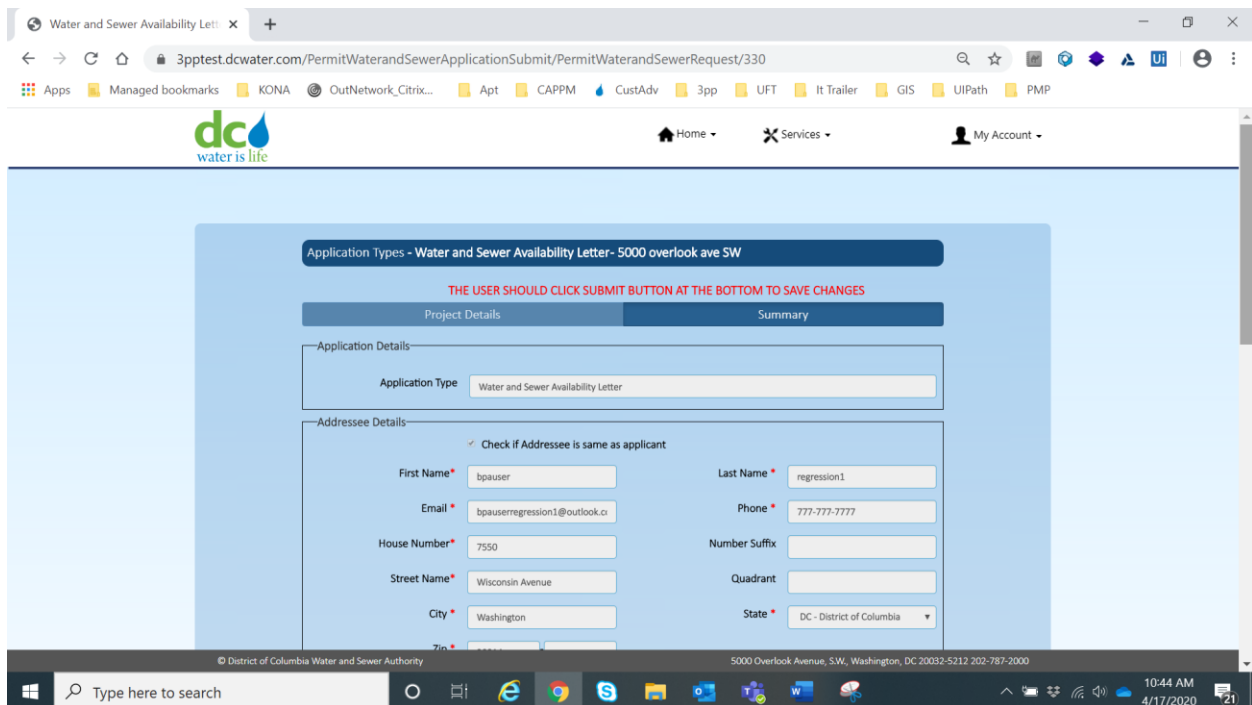
Enter all project details (top part of screen). \* indicates mandatory fields.



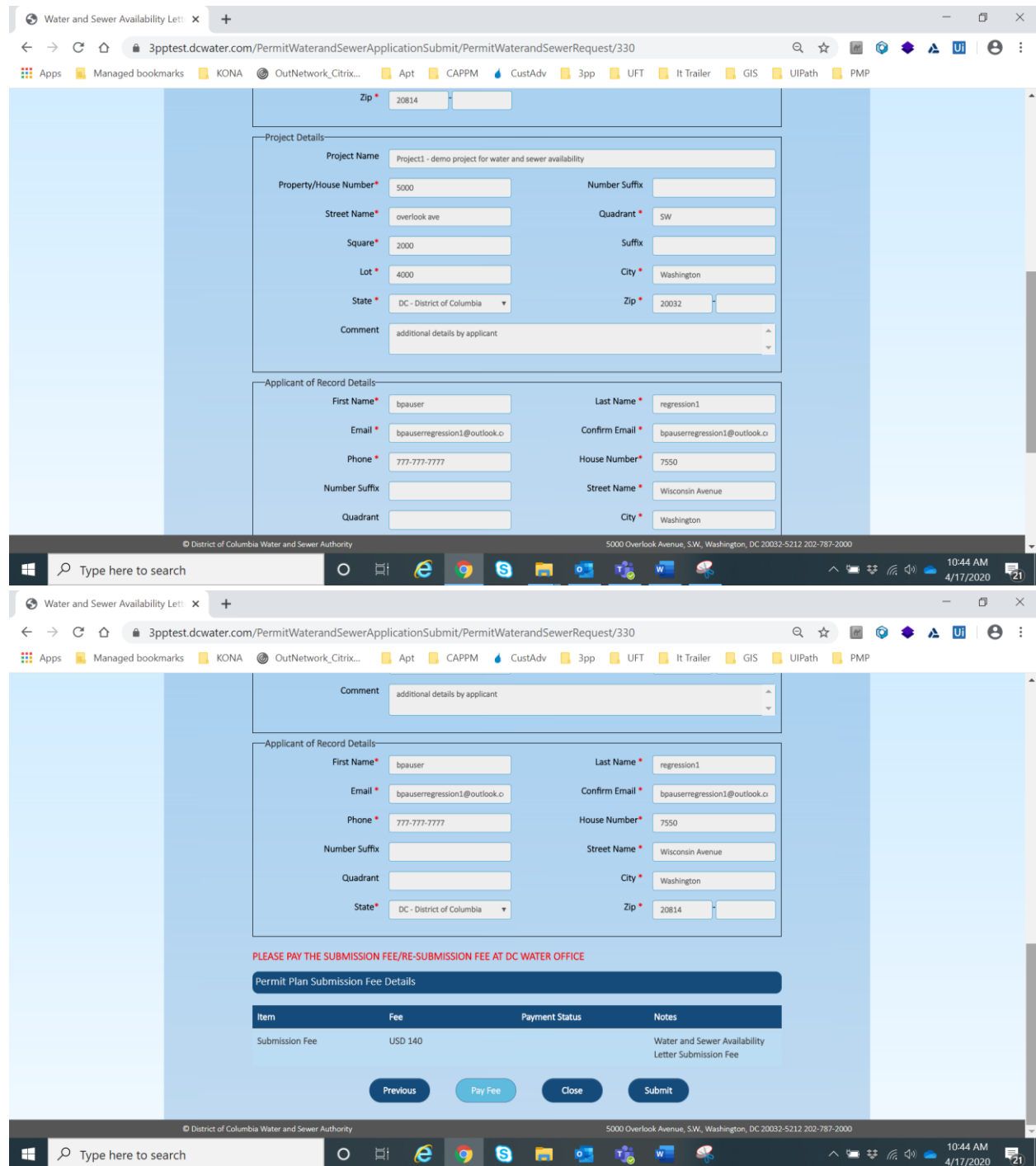


Enter all project details (bottom part of screen). \* indicates mandatory fields.

Click on Next button

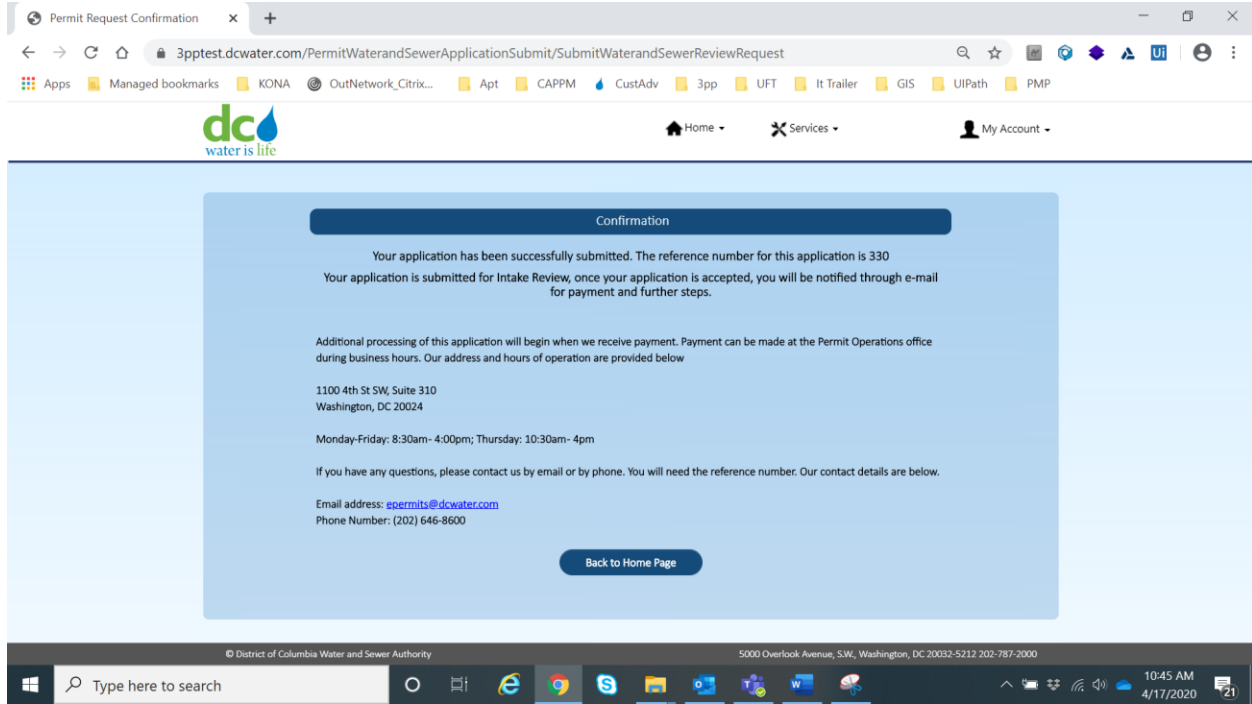


Review the details entered (this is the top part of the screen)



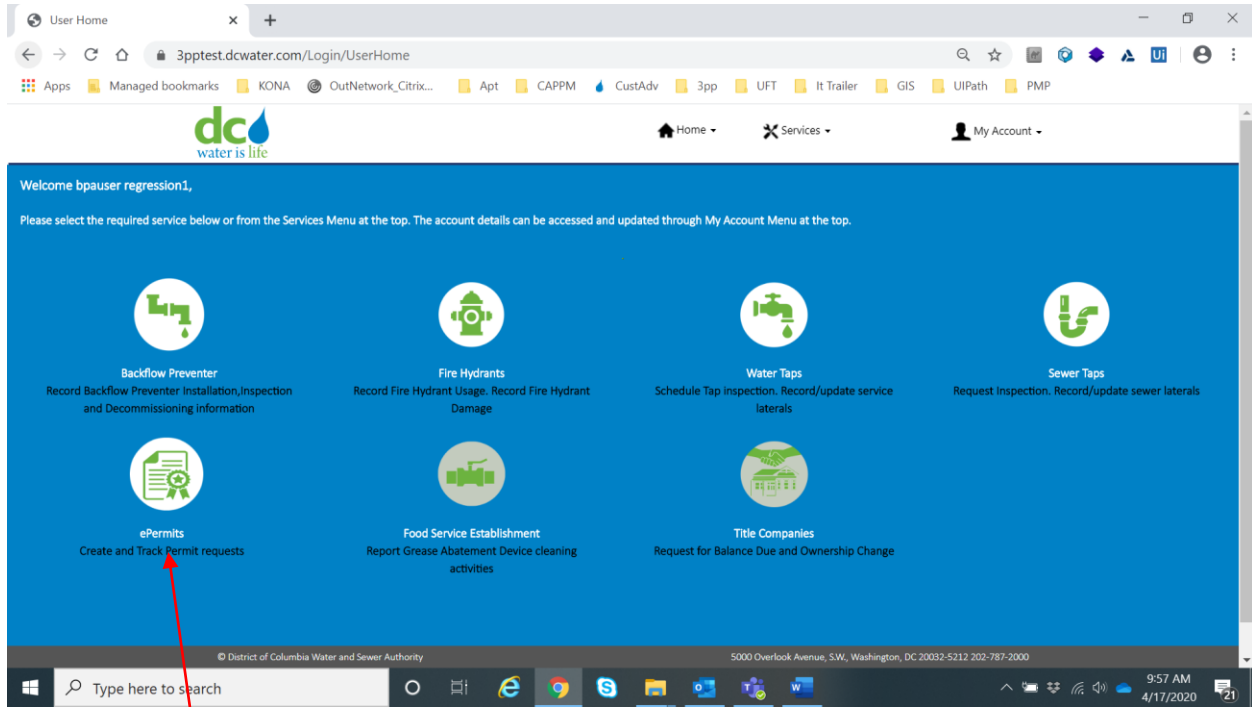
Review the details entered (this is the bottom part of the screen)

Click on Submit button

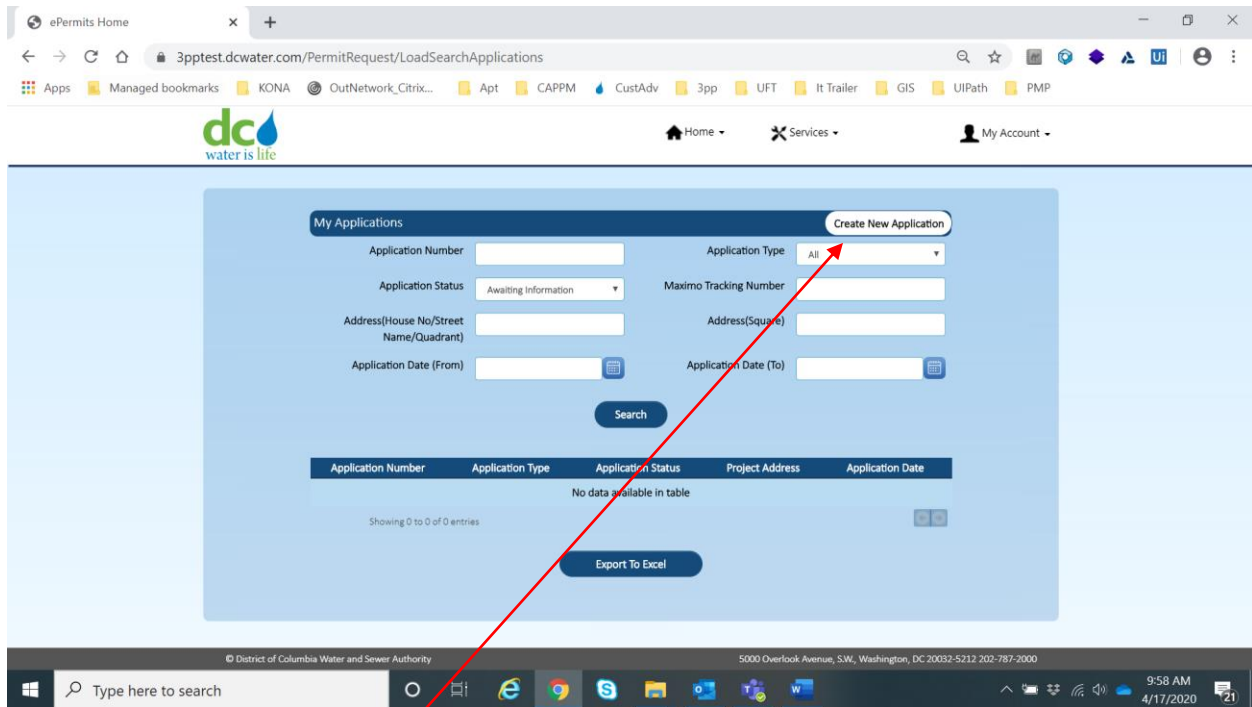


Application submission is confirmed.

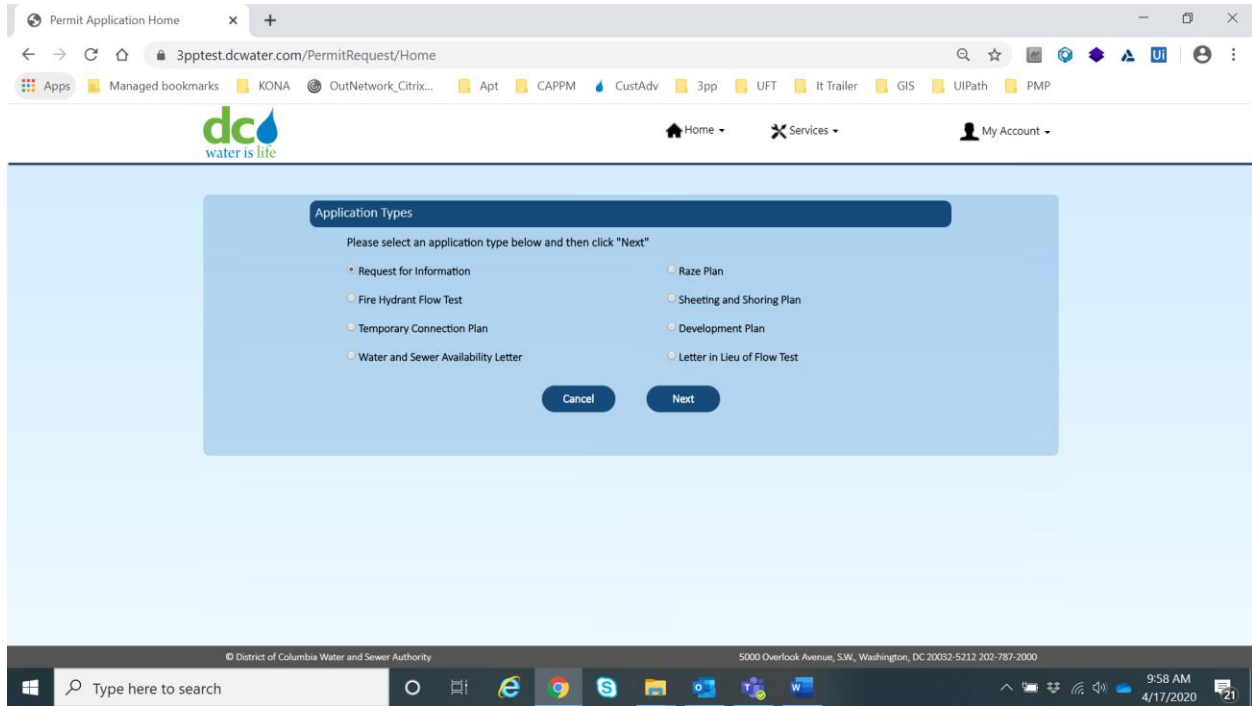
## Section V: Raze Plan



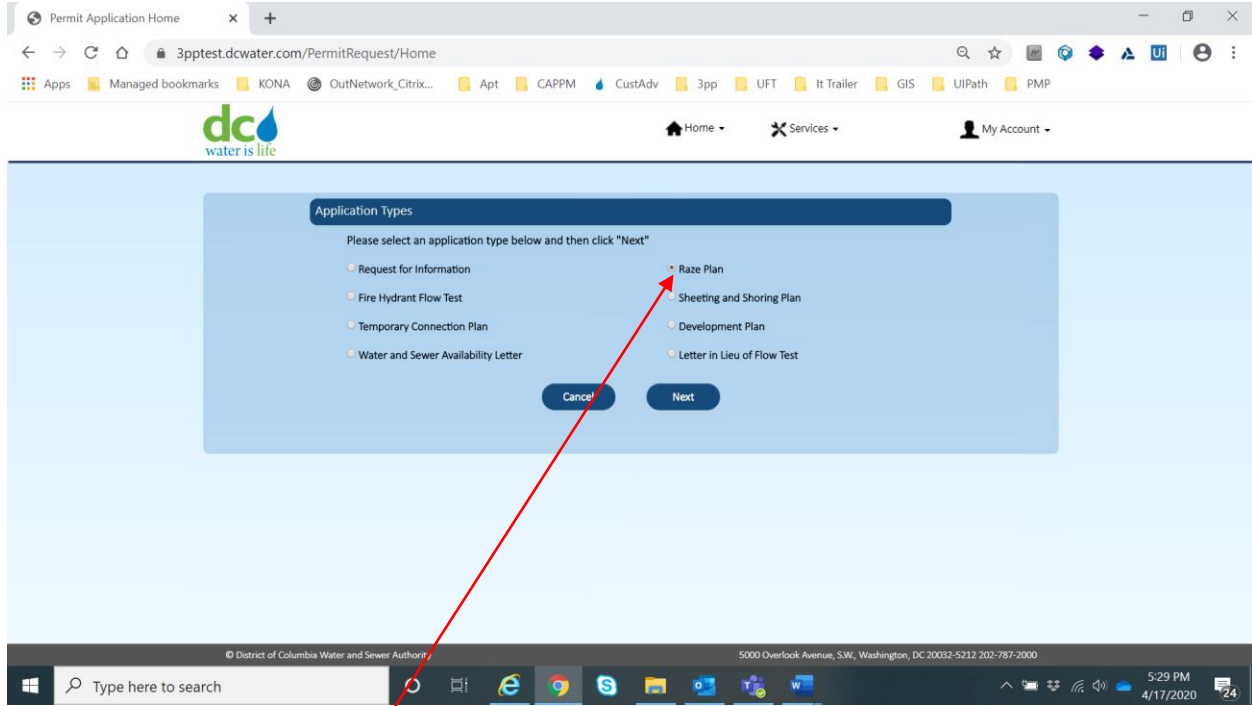
Select ePermits



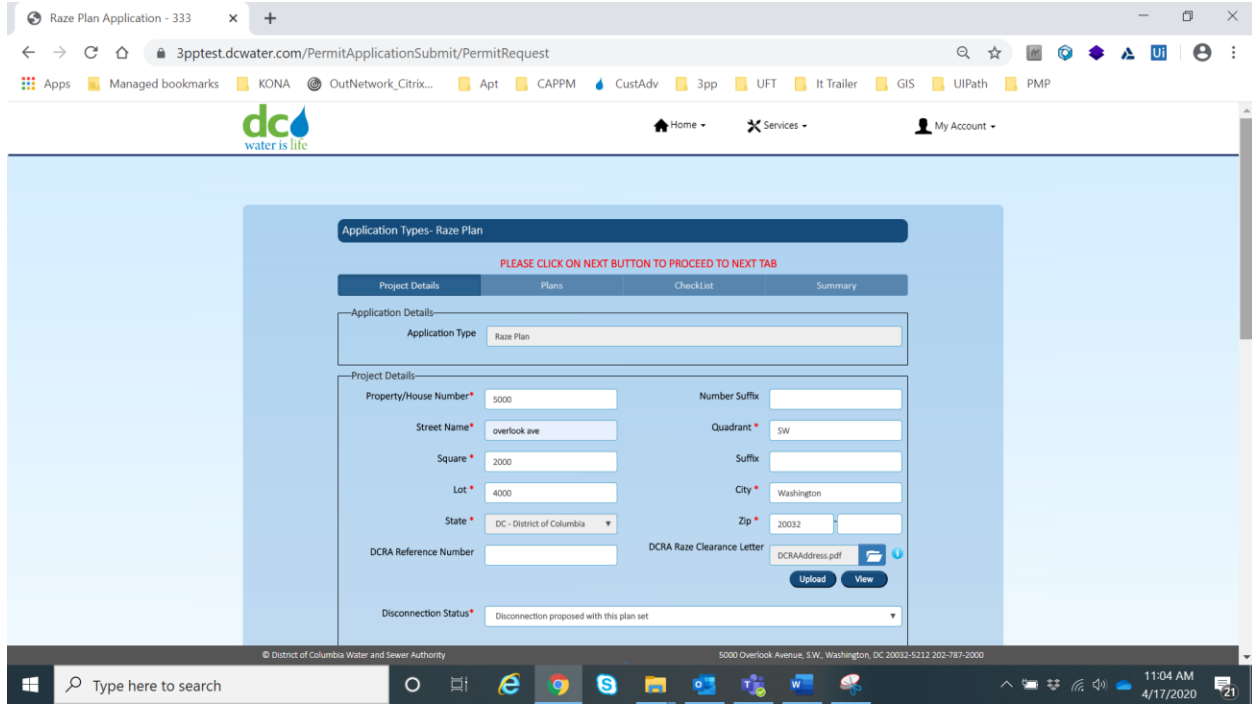
Click on Create New Application.



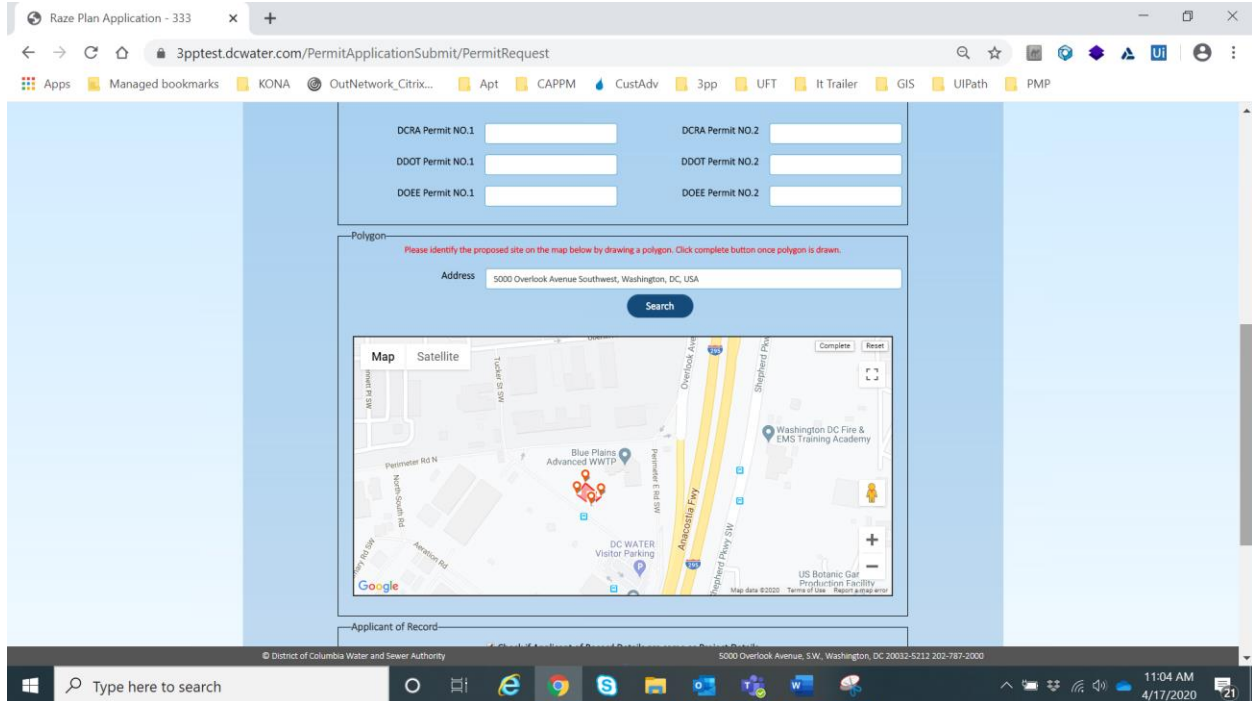
By default, Request for Information is already selected.



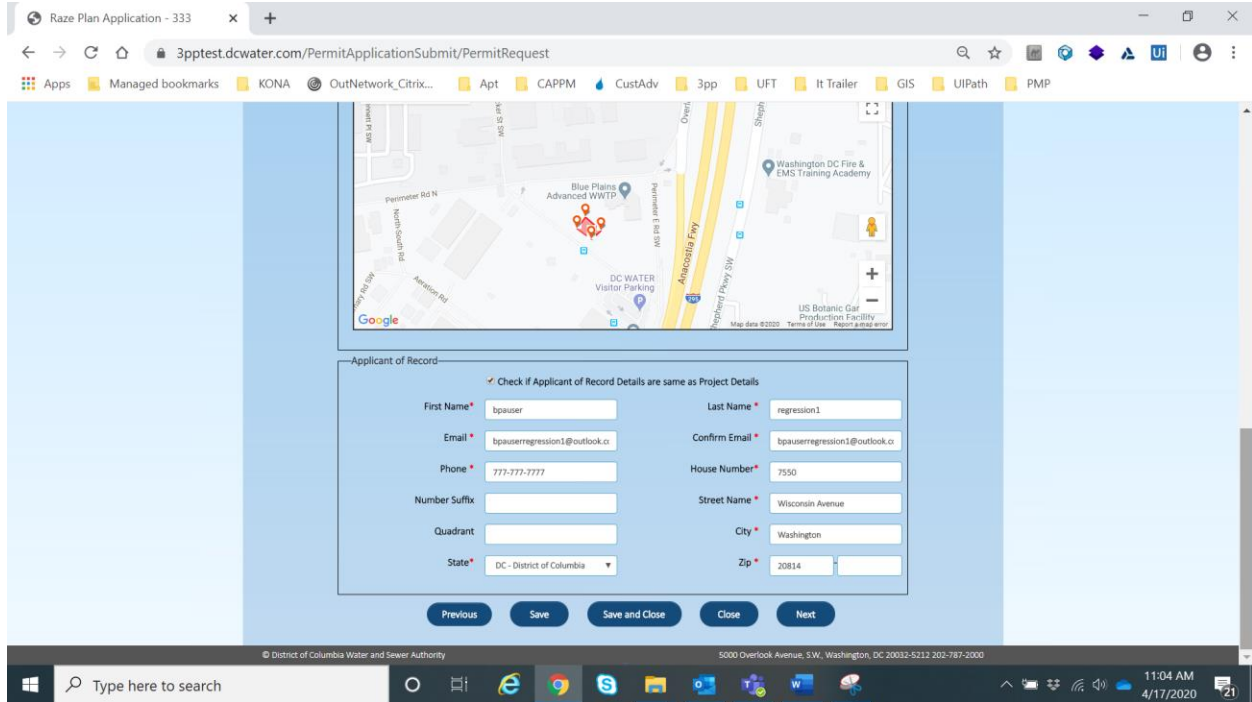
Select Raze Plan radio button.



Enter all project details (top part of screen). \* indicates mandatory fields.

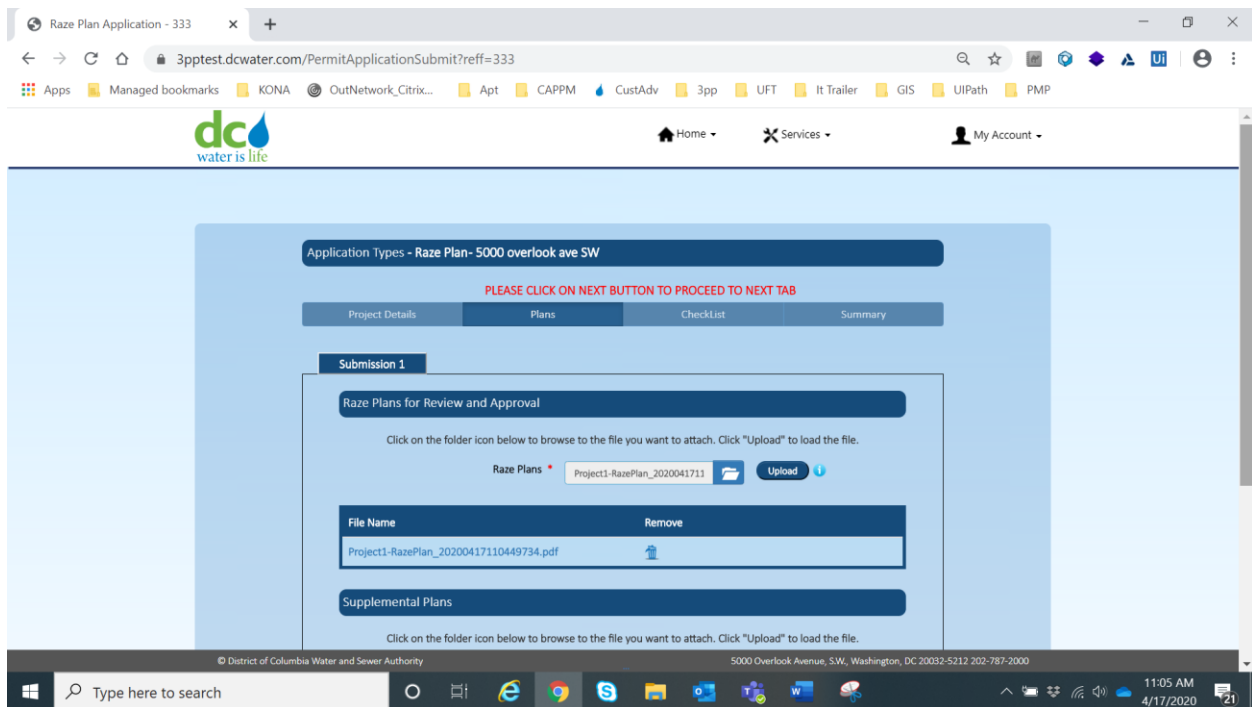


Mark the proposed site on the map.



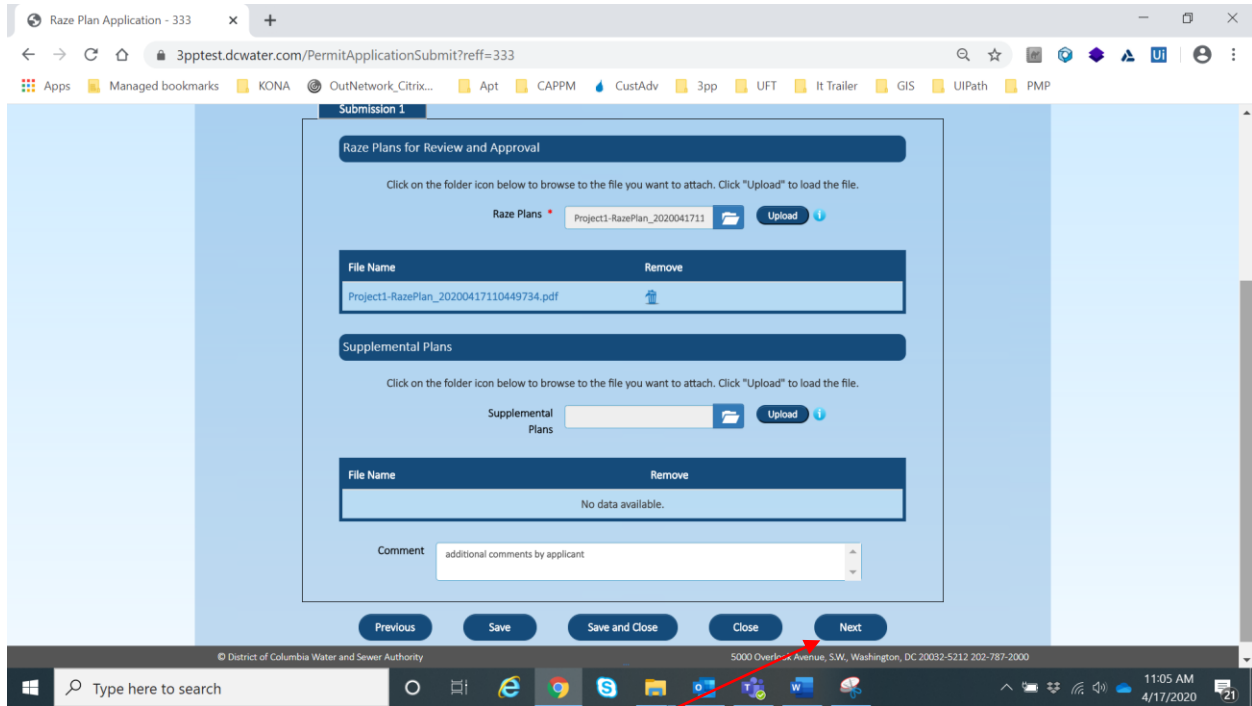
Enter all project details (bottom part of screen). \* indicates mandatory fields.

Click on Next button

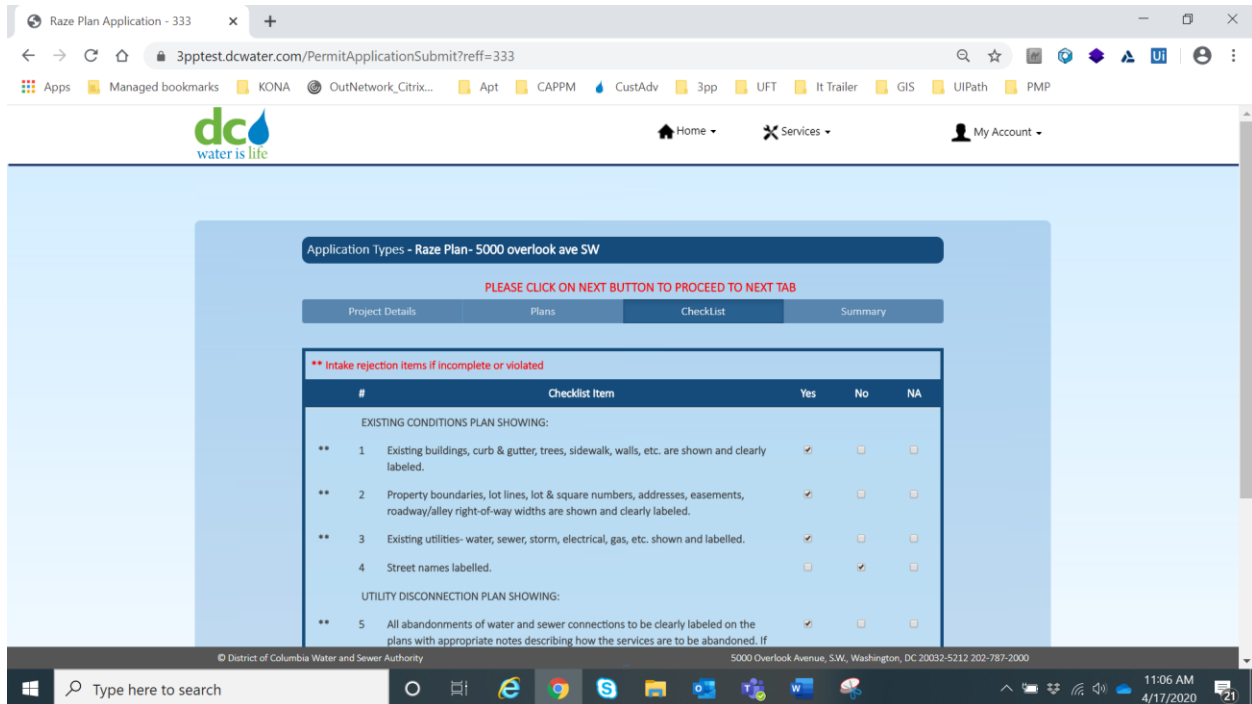


Upload the Plan documents

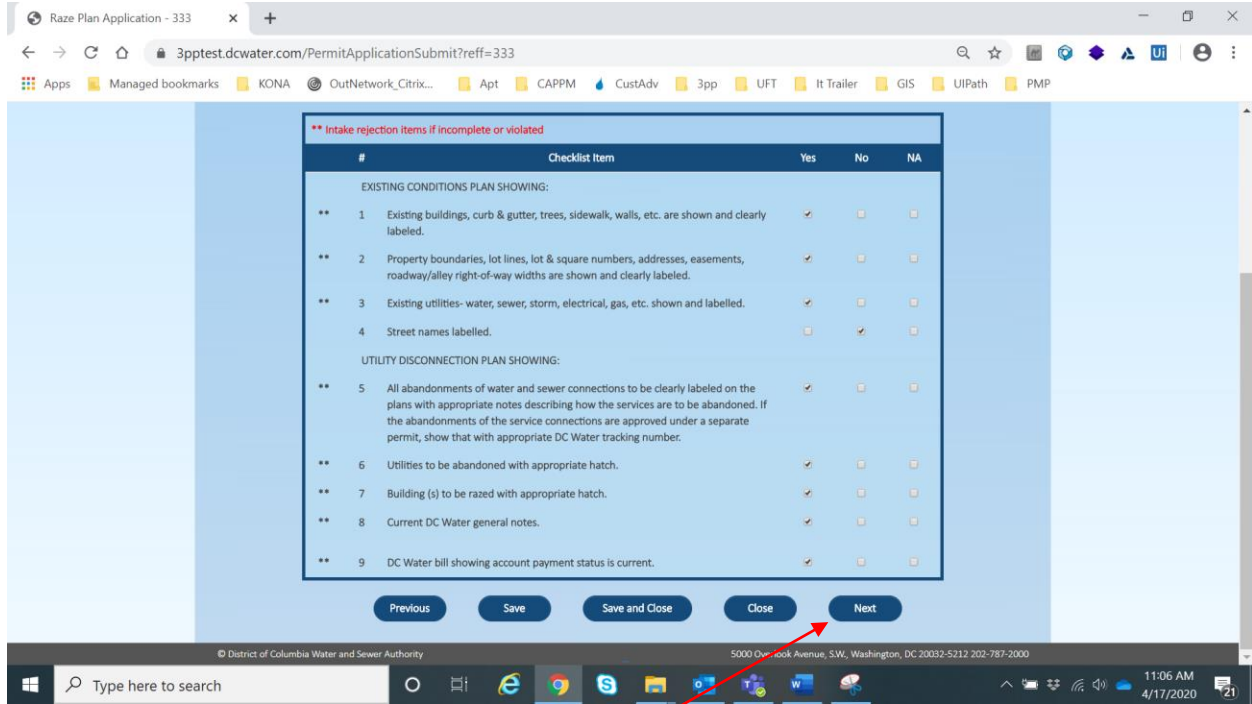




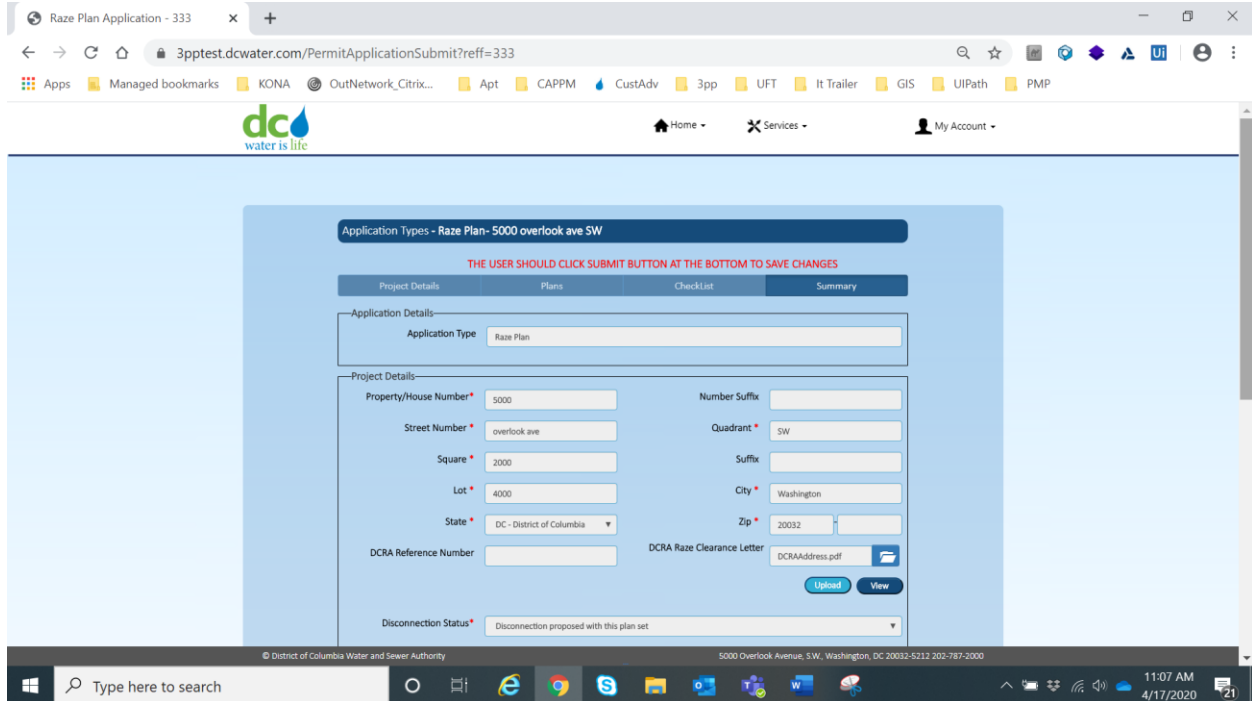
Upload the Plan documents. Click on Next button



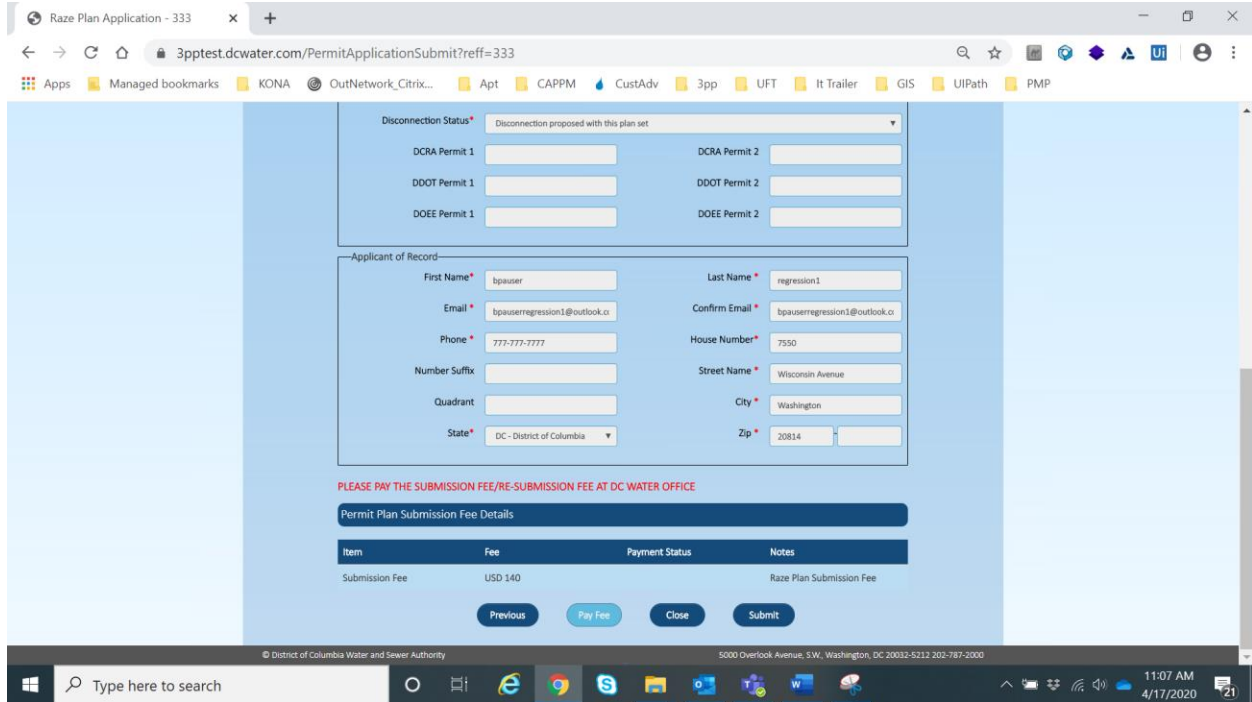
Mark the check list items (Top part of screen)



Mark the check list items and click on Next button

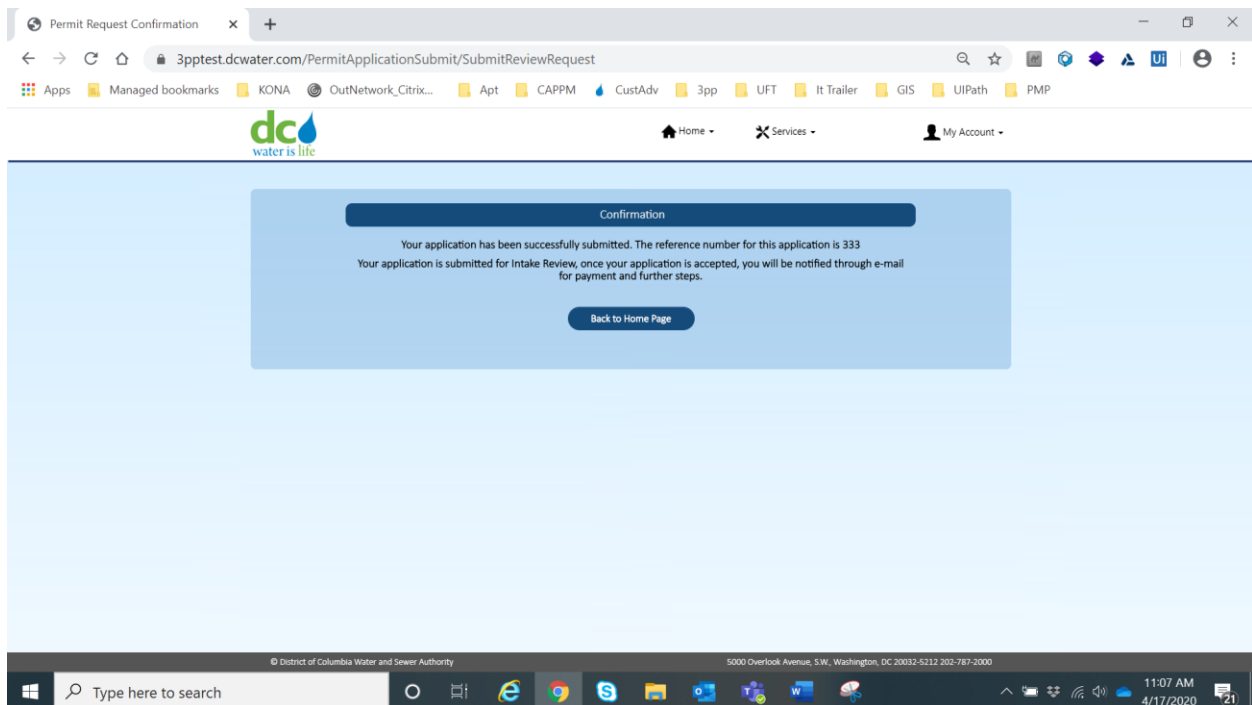


Review the details entered (this is the top part of the screen)



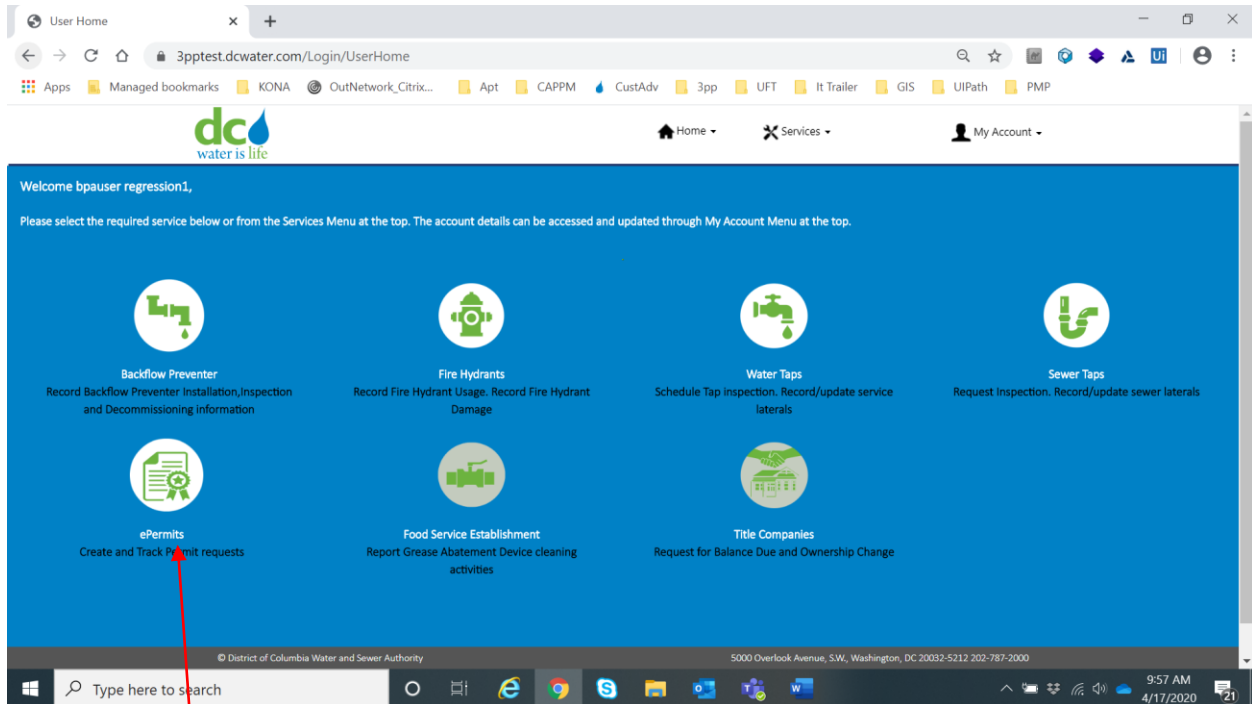
Review the details entered (this is the bottom part of the screen)

Click on Submit button

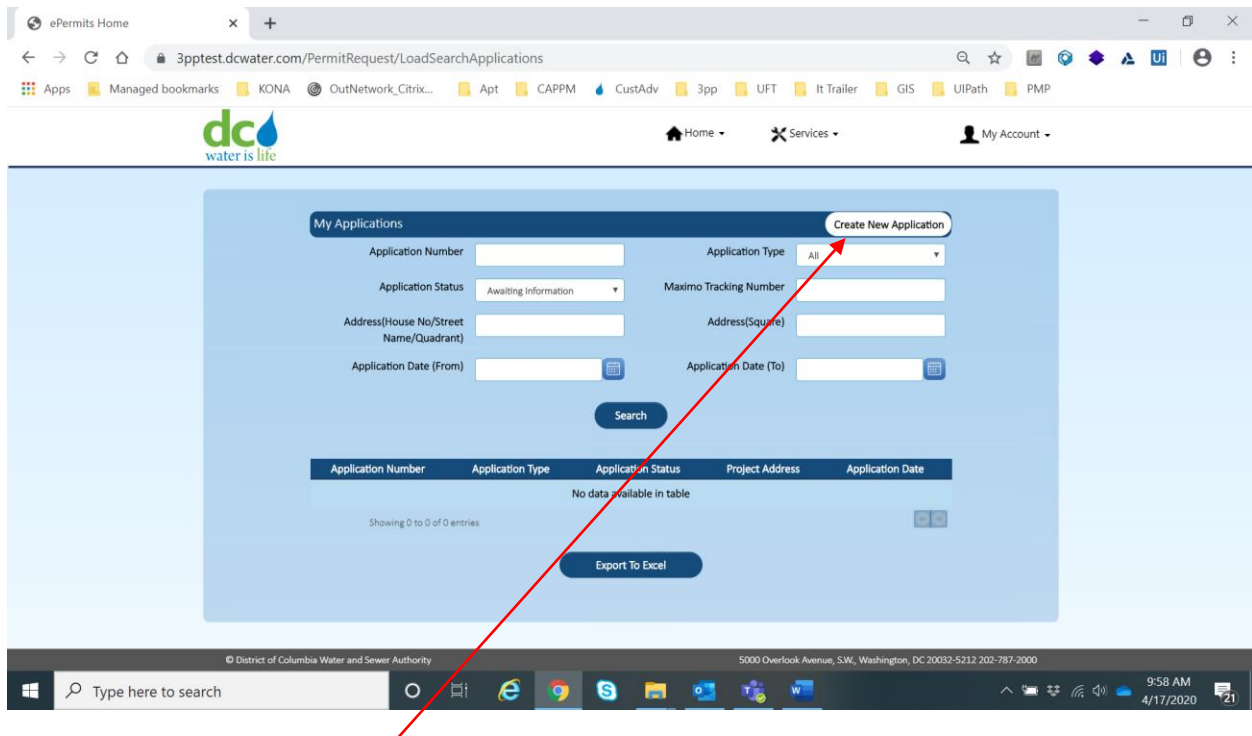


Application submission is confirmed.

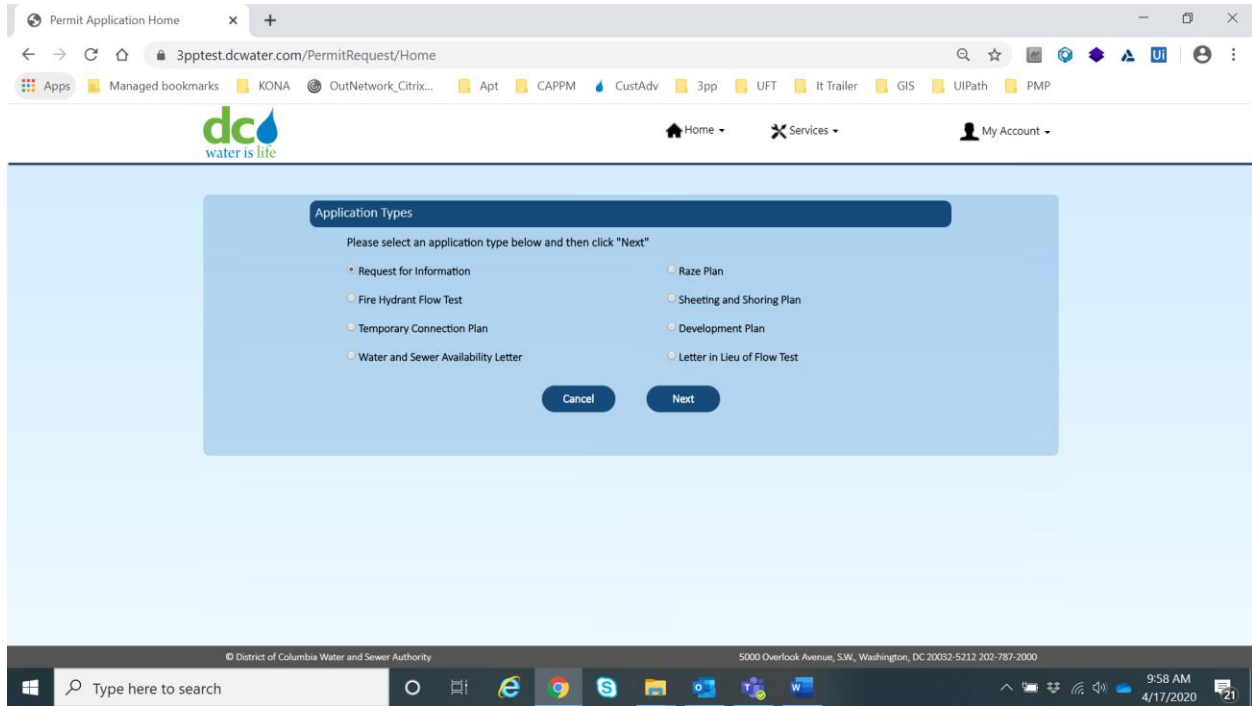
## Section VI: Sheeting and Shoring Plan



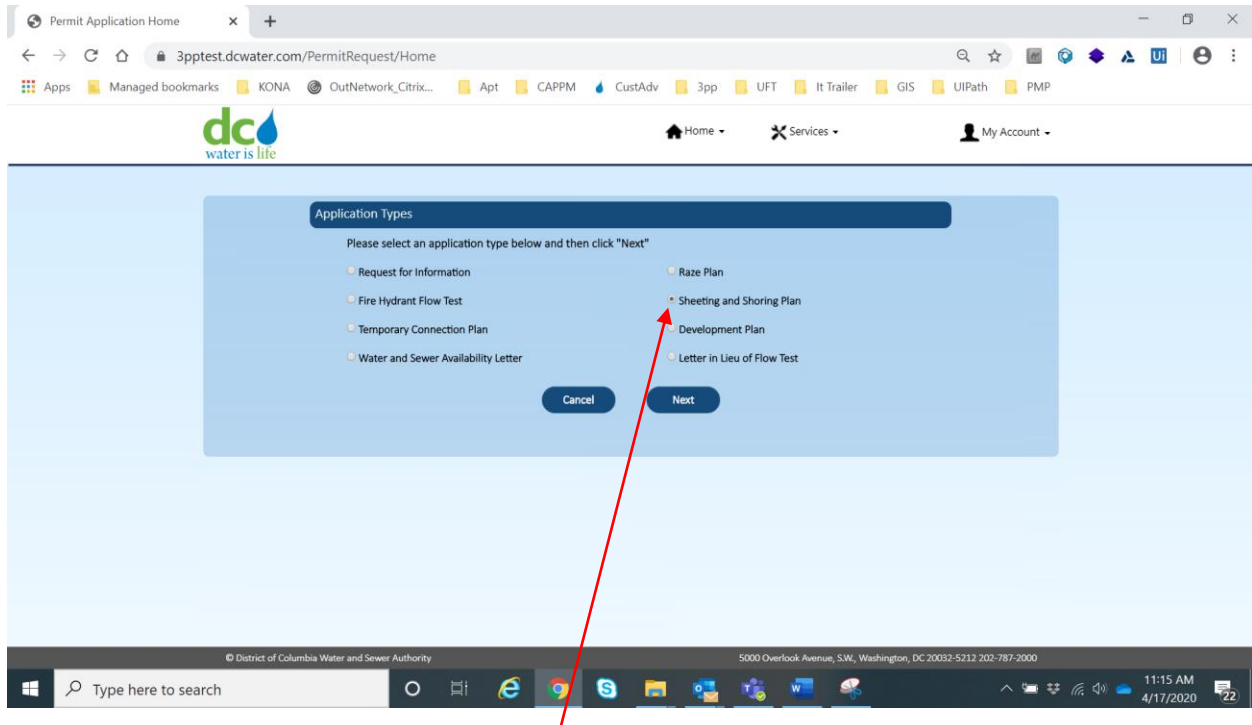
Select ePermits



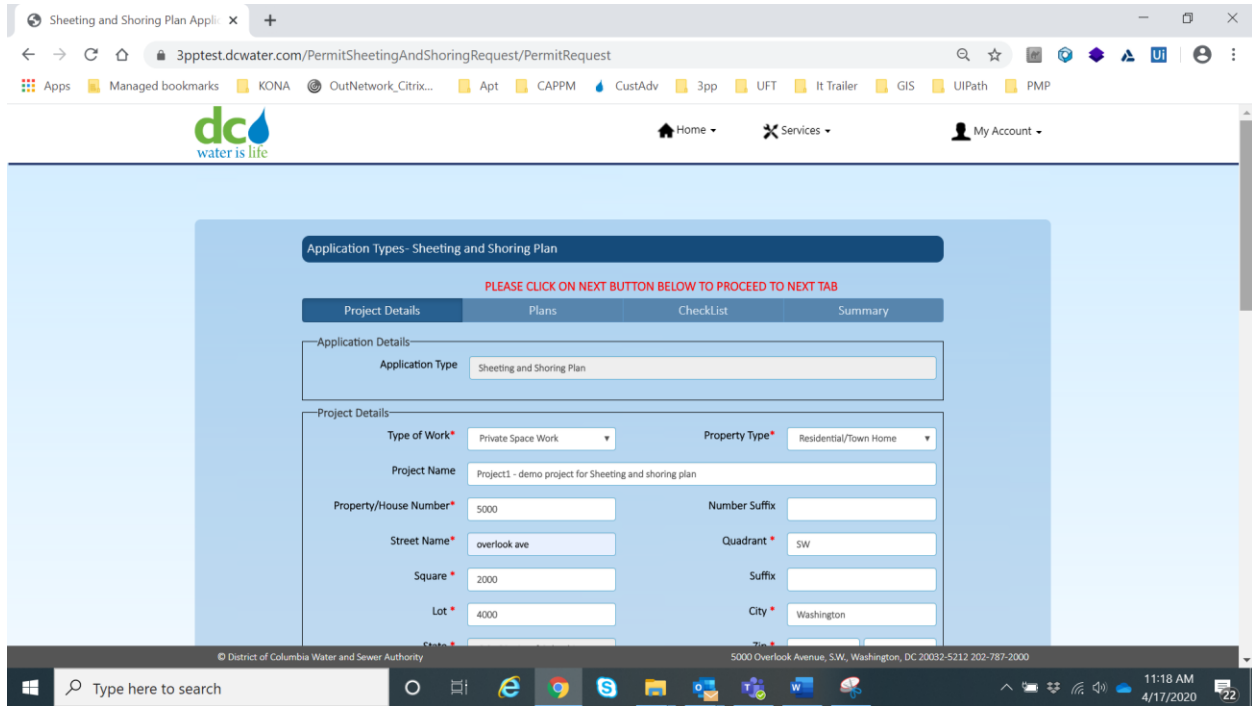
Click on Create New Application.



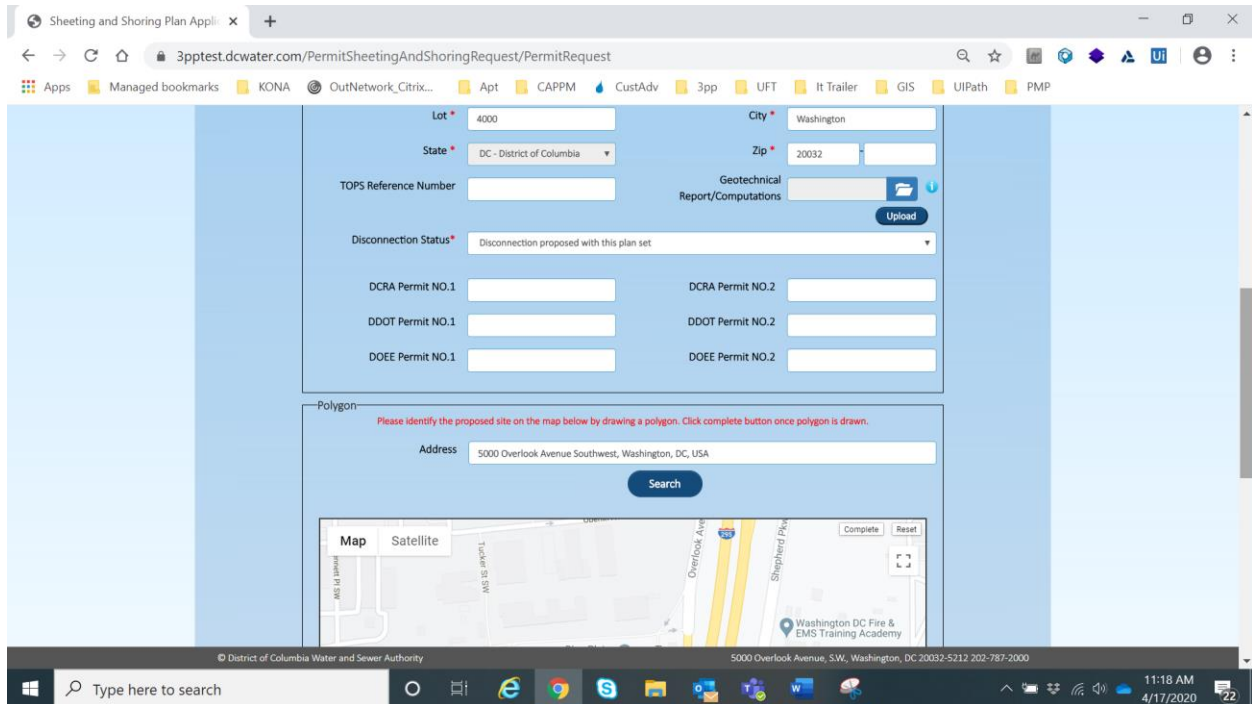
By default, Request for Information is already selected.



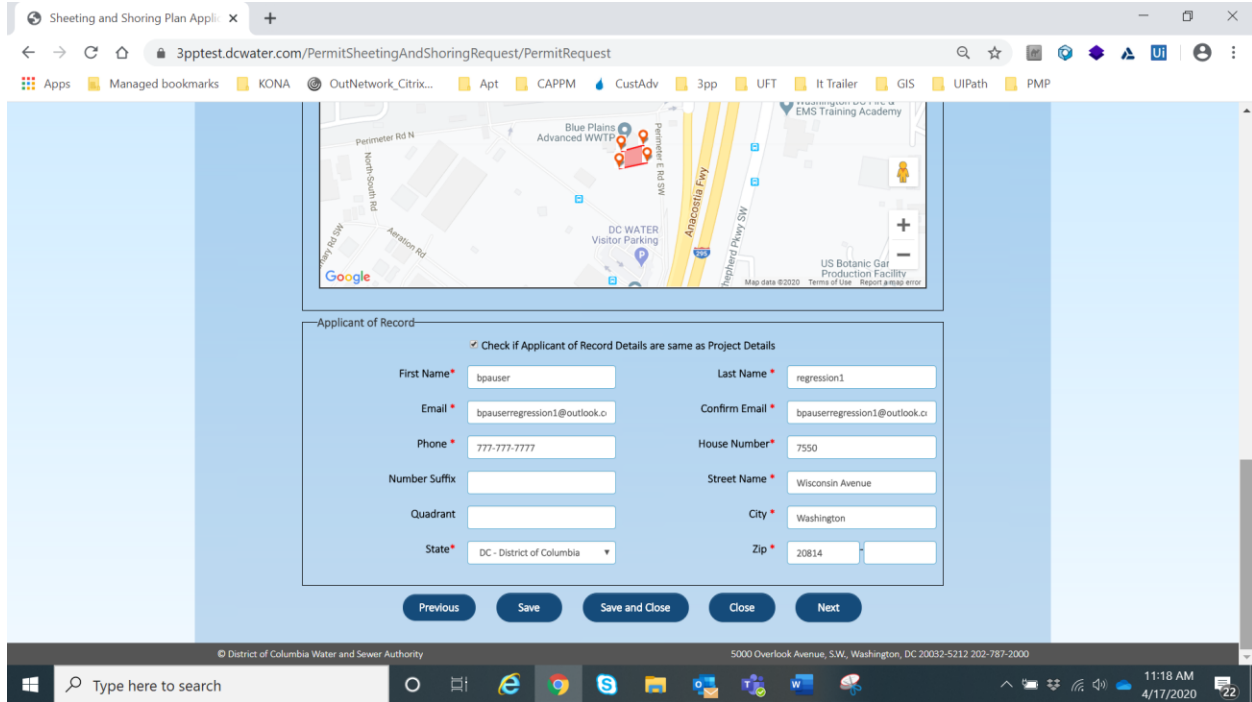
Select Sheeting and Shoring Plan radio button.



Enter all project details (top part of screen). \* indicates mandatory fields.

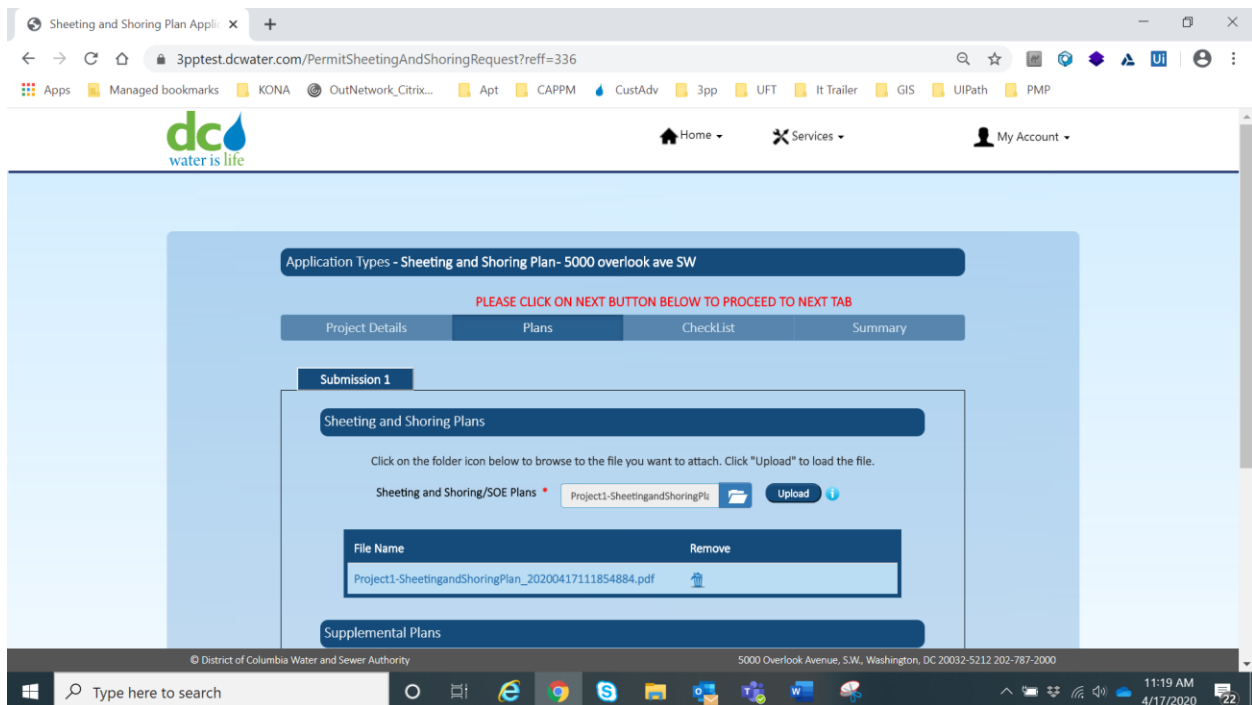


Mark the proposed site on the map.



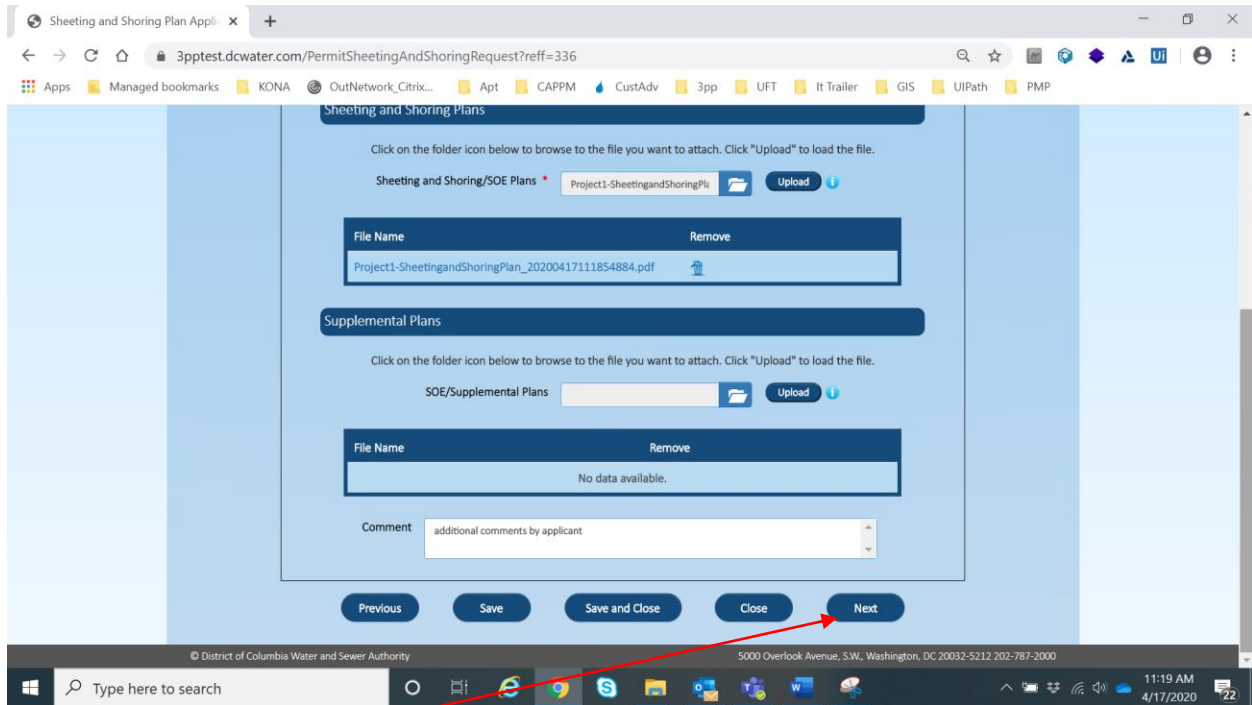
Enter all project details (bottom part of screen). \* indicates mandatory fields.

Click on Next button

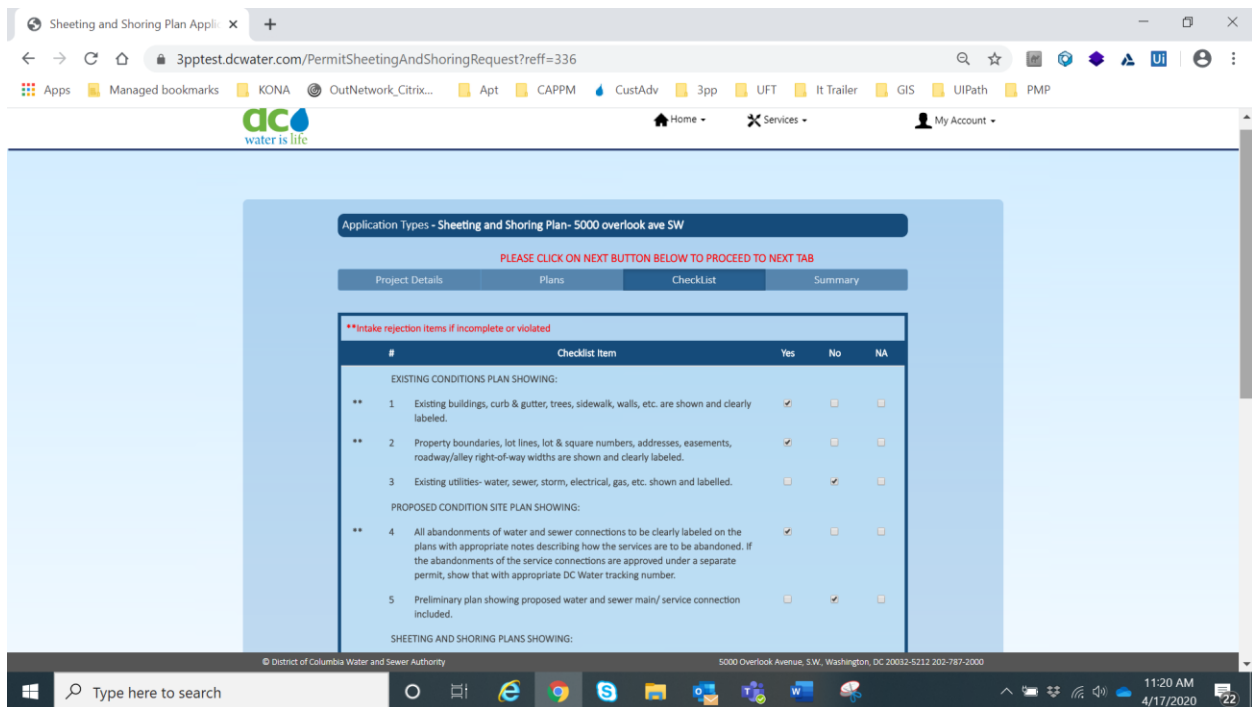


Upload the Plan documents

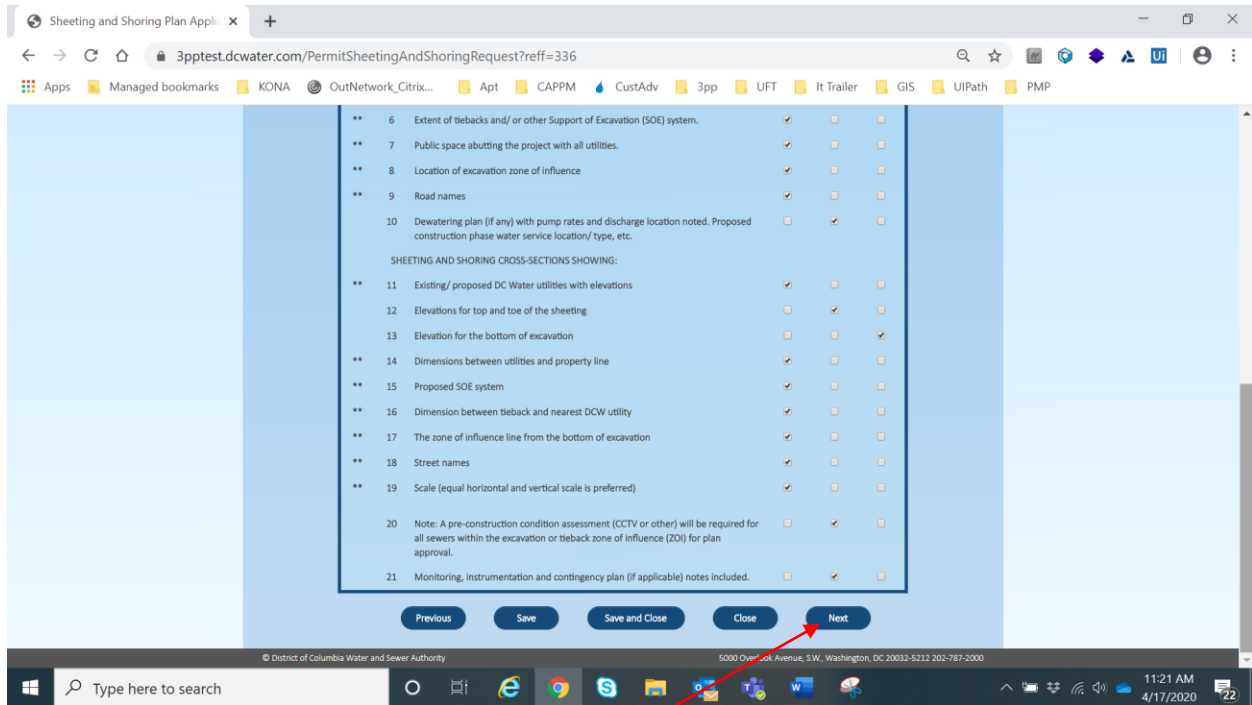




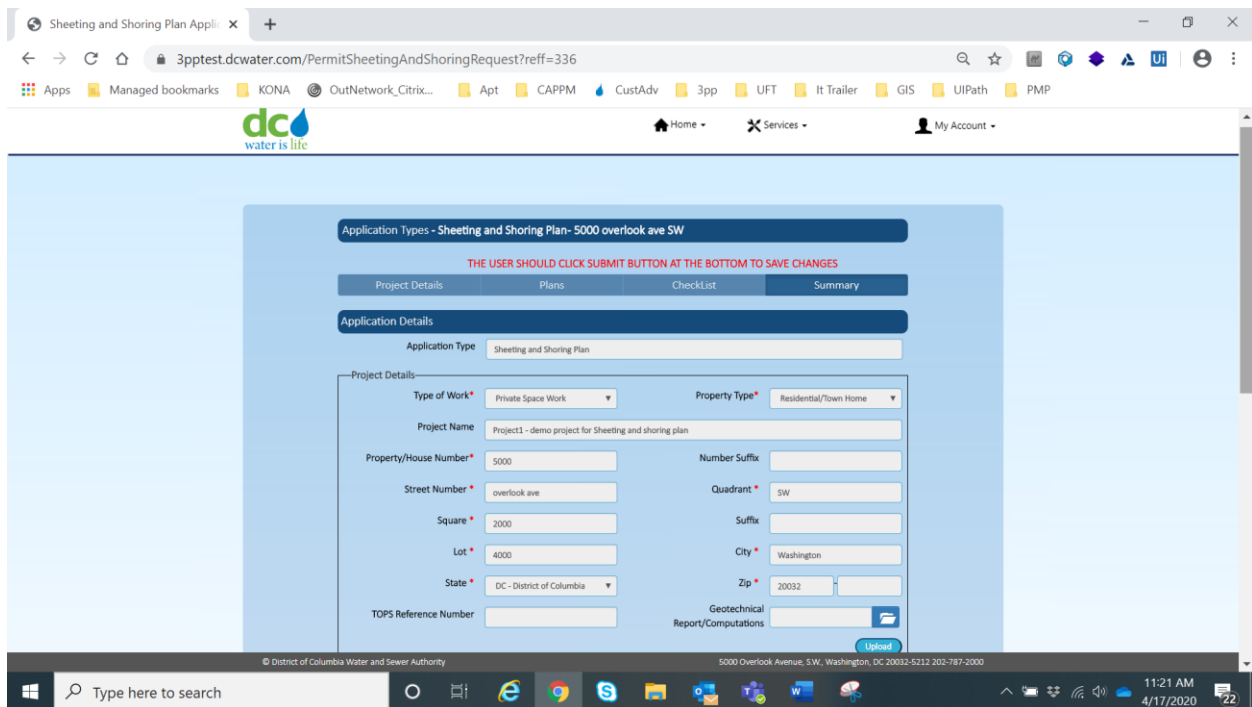
Click on Next button



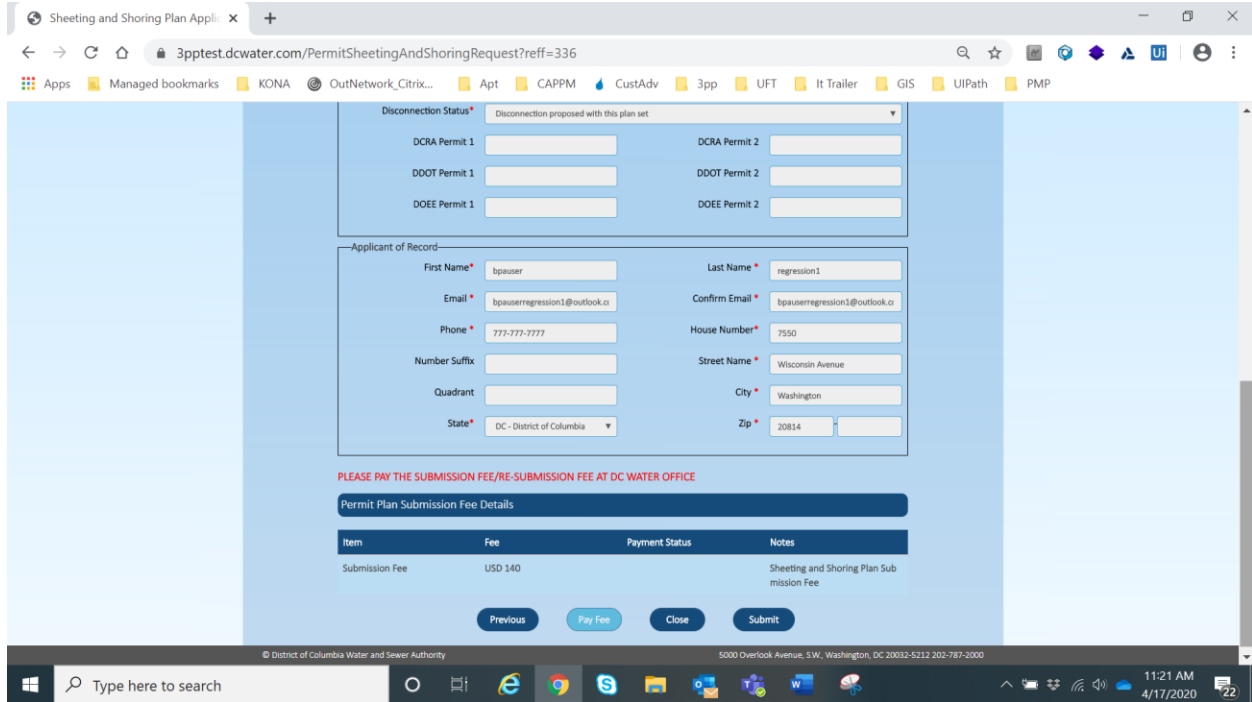
Mark the check list items



Mark the check list items and click on Next button

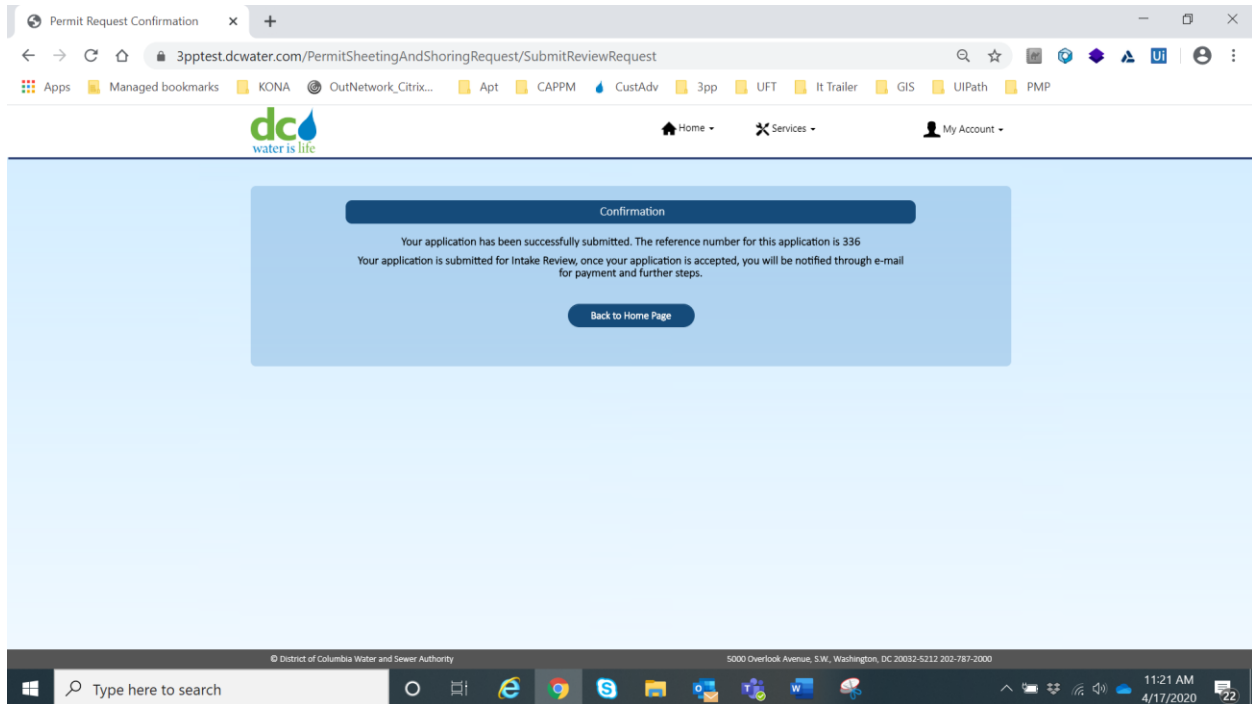


Review the details entered (this is the top part of the screen)



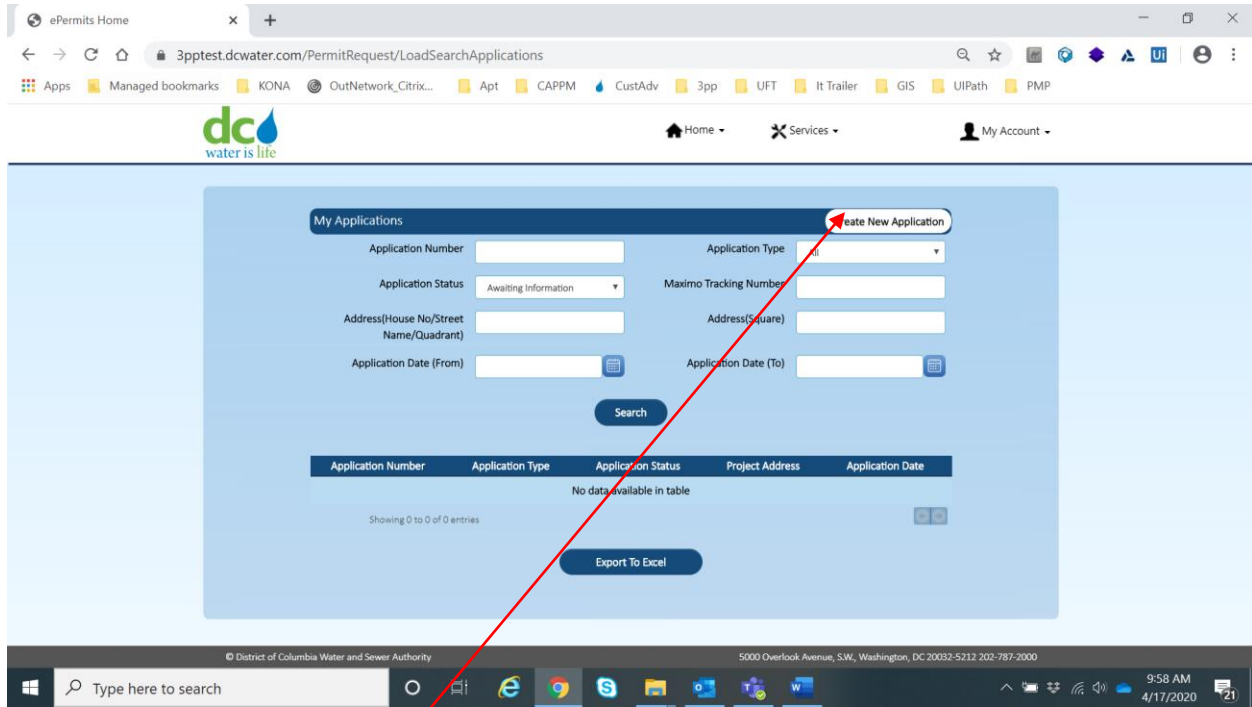
Review the details entered (this is the bottom part of the screen)

Click on Submit button

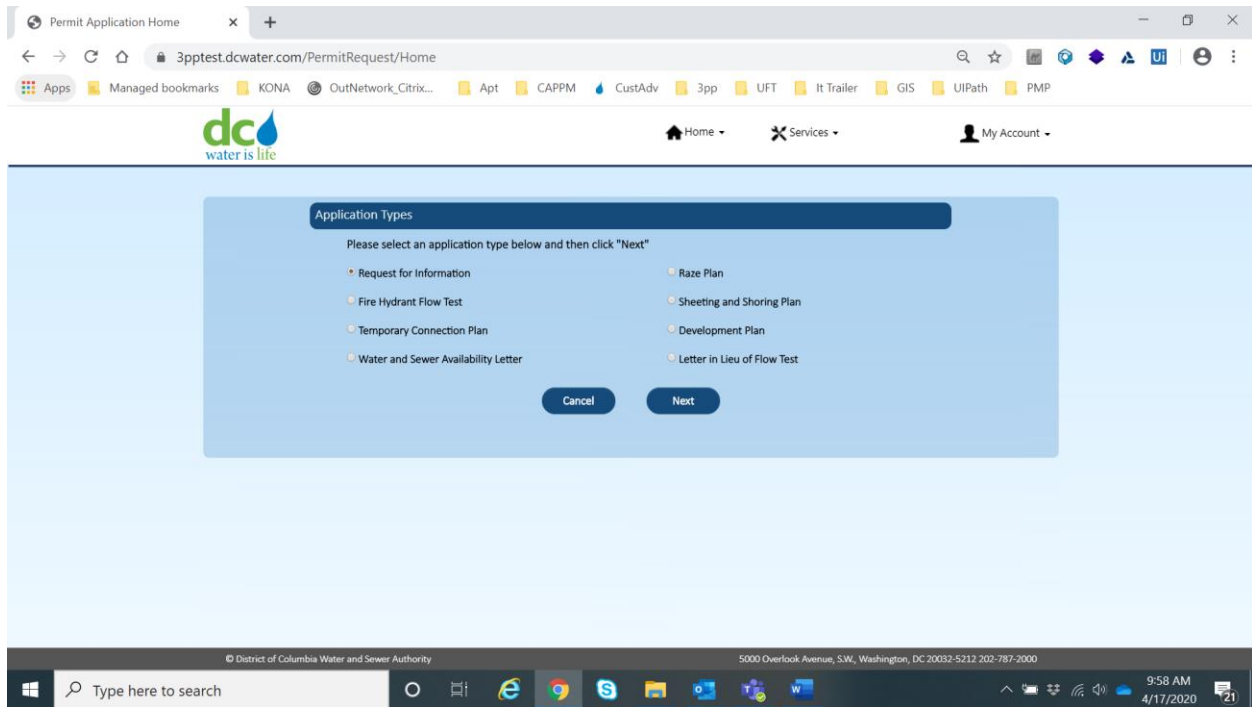


Application submission is confirmed.

## Section VII: Development Plans



Click on Create New Application.



By default, Request for Information is already selected. Select Development Plan radio button.

The screenshot shows a web application interface. At the top left is the logo for 'dc water is life'. To the right of the logo are three navigation links: 'Home', 'Services', and 'My Account'. Below the navigation is a light blue box containing a form titled 'Application Types'. The form has a dark blue header with the title. Below the header is a text prompt: 'Please select an application type below and then click "Next"'. There are two columns of radio button options. The first column includes: 'Request for Information', 'Fire Hydrant Flow Test', 'Temporary Connection Plan', and 'Water and Sewer Availability Letter'. The second column includes: 'Raze Plan', 'Sheeting and Shoring Plan', 'Development Plan' (which is highlighted with a yellow background), and 'Letter in Lieu of Flow Test'. At the bottom of the form are two buttons: 'Cancel' and 'Next'.

Application Types- Development Plan

PLEASE CLICK ON NEXT BUTTON TO PROCEED TO NEXT TAB

Project Details Plans Supplemental Documents CheckList Summary

Application Details

Application Type Development Plan

Project Details

Project Name 5000 overlook ave

Property/House Number\* 5000 Number Suffix

Street Name\* overlook Quadrant\* sw

Square\* 123 Suffix

Lot\* 0025 City\* Washington

State\* DC - District of Columbia Zip\* 20032

DCRA Permit NO.1 DCRA Permit NO.2

DDOT Permit NO.1 DDOT Permit NO.2

DOEE Permit NO.1 DOEE Permit NO.2

Storm Water Management Approval Required?

Comments\* Development plan

Enter all project details (top part of screen). \* indicates mandatory fields.

**Water Connections**

Please specify the number of connections as per the classification in the table below.

Total Connections	Combined	Domestic	Fire	Non Residential			
				Residential	Town House	Residential	Multi Family
Small Connections (Existing)	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Small Connections (Proposed)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Large Connections (Existing)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Large Connections (Proposed)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Length (feet)

Proposed Public Water Main (<= 16 inches)

Proposed Public Water Main (> 16 inches)

---

**Sewer Connections**

Please specify the number of connections as per the classification in the table below.

Total Connections	Storm		Sanitary		Combined	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
Size 6" or Smaller	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Size between 8" and 15"	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Size 15" or Greater	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Length (feet)

Proposed Public Sewer Main (<= 24 inches)

Proposed Public Sewer Main (> 24 inches)

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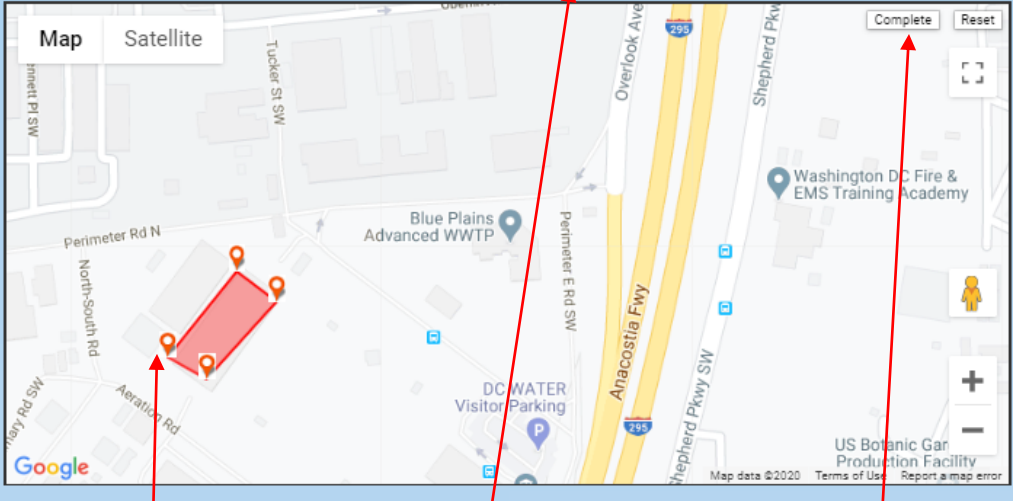
Water or Sewer connections are details are required.



Polygon

Please identify the proposed site on the map below by drawing a polygon. Click complete button once polygon is drawn.

Address



Applicant of Record

Check if Applicant of Record Details are same as Project Details

First Name *	<input type="text" value="madhu"/>	Last Name *	<input type="text" value="lanka"/>
Email *	<input type="text" value="madhu.lanka@gmail.com"/>	Confirm Email *	<input type="text" value="madhu.lanka@gmail.com"/>
Phone *	<input type="text" value="972-400-6435"/>	House Number *	<input type="text" value="5000"/>
Number Suffix	<input type="text"/>	Street Name *	<input type="text" value="overlook"/>
Quadrant	<input type="text" value="SW"/>	City *	<input type="text" value="Washington"/>
State *	<input type="text" value="DC - District of Columbia"/>	Zip *	<input type="text" value="20032"/> <input type="text"/>

via Water and Sewer Authority 5000 Overlook Avenue, S.W., Washington, DC 20032-5212 202-787-2000

Enter the address and click on search, Map will update the address

Click on the map to draw the polygon, to completed it click on the complete button



Application Types - Development Plan- 5000 overlook sw

PLEASE CLICK ON NEXT BUTTON TO PROCEED TO NEXT TAB

Project Details | Plans | Supplemental Documents | CheckList | Summary

Submission 1

Development Plans

Click on the folder icon below to browse to the file you want to attach. Click "Upload" to load the file.

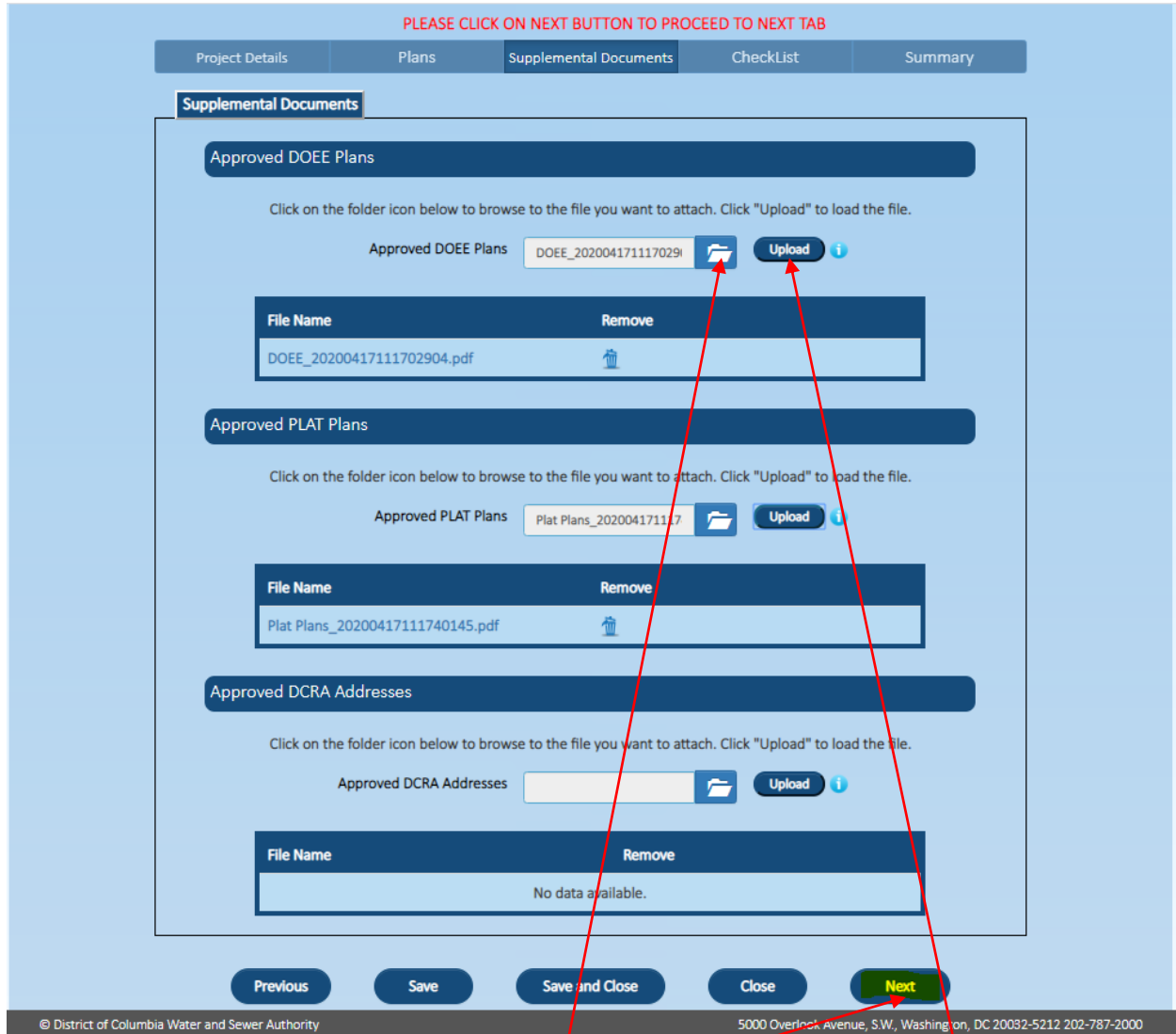
Development Plans \* RequestForInformation\_202004 [Folder Icon] [Upload] [Info]

File Name	Remove
RequestForInformation_20200417111514720.pdf	[Trash Icon]

Comment

Previous Save Save and Close Close Next

Enter all plan details. \* indicates mandatory fields and click on Next



Upload the supplement document. Click on folder and select the pdf file, click on upload button and  
Click on Next

Application Types - Development Plan- 5000 overlook sw

PLEASE CLICK ON NEXT BUTTON TO PROCEED TO NEXT TAB

- Project Details
- Plans
- Supplemental Documents
- CheckList
- Summary

\*\*Intake rejection items if incomplete or violated

#	Checklist Item	Yes	No	NA
EXISTING CONDITION PLAN SHOWING:				
** 1	Existing buildings, curb & gutter, trees, sidewalk, walls, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
** 2	Property boundaries, lot lines, lot & square numbers, site address, street name, easement, roadway/alley right-of-way widths.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
** 3	Existing utilities- water, sewer, storm, electrical, gas, etc. with size, material and installation date shown on ex. water and sewer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	All existing water and sewer service lateral (s) with sizes to the building.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PROPOSED DEMOLITION PLAN SHOWING (IF APPLICABLE):				
5	Building (s) to be razed/ demolished with appropriate hatch.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
** 6	All abandonments of water and sewer connections to be clearly labeled on the plans with appropriate notes describing how the services are to be abandoned. If the abandonments of the service connections are approved under a separate permit, show that with appropriate DC Water tracking number.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Utilities to be abandoned with appropriate hatch.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PROPOSED CONDITION UTILITY PLAN SHOWING:				
** 8	Project narrative which includes (as applicable) the existing site conditions, proposed water/ sewer abandonments/ connections, proposed building use, # of residential units, # of building stories above and below ground, and proposed stormwater management. If stormwater management is not required, that should be mentioned in the narrative.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
** 9	Proposed water, sanitary sewer, storm sewer, combined sewer mains and/ or service connections with size, material, and pipe class. The proposed utility mains/ service connection should include valves, fire hydrants, meter, manholes, cleanouts as applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
** 10	All proposed buildings, curb & gutter, sidewalk, trees, walls, utility poles, signs, manholes, stormwater management facilities etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	11	Proposed gas, electric, and communication mains and service connections including poles and vaults shown and clearly labeled.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	12	All proposed water or sewer connections clearly dimensioned in two horizontal directions from the property line.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
**	13	Appropriate current signed DC Water Standard Details. Standard details included on the plan sheet should be at least 80% of the actual size.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
**	14	Current DC Water general notes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	15	If the project includes public water main replacement, the plans clearly identify all property owners who will be affected by the proposed water construction. The plans should include limits of disturbance from the main to the property, addresses of properties affected, and size of existing service.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	16	Per details W-80.01 and S-80.01, the proposed water meter, curb cock, and sewer clean-out are located in public space.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	17	Structural design calculations are included (if applicable), i.e. non-standard thrust blocking, pile supports, installation that imparts additional load on an existing facility, utility installation that is deeper than the standard depth, cast-in-place sewer manholes etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
**		SERVICE CONNECTION PROFILE SHOWING: (Note: Profiles are required for all water and sewer service connections except for water service connection (2" and smaller) for one- or two-family homes.)			
	18	Pipe size, material and pipe slope (pipe slope applies to sewer service laterals).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	19	Rim and invert elevations of all structures (applies to sewer service laterals).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	20	Station numbers and elevations for all structures/ fittings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

21	All utility crossings with elevations.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
22	Invert elevation at the connection point (applies to sewer service laterals).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
23	All structures called out with reference to a DCW standard detail.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
24	Existing and proposed grades.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
25	Thrust blocks with reference to standard detail (applies to large water service connection).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
26	Pipe restraint note (applies to large water service connection).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
27	Large meter vault (applies to large water service connection)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
28	15-yr Hydraulic Grade Line (HGL) (applies to storm and combined sewer service laterals).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
29	Property line, and limits of public and private maintenance.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
30	Vertical datum used.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
31	Horizontal and vertical scales.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
32	First and lower floors with elevations.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
33	Profile title.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PLAN SHEET WITH STANDARD FORMS SHOWING (AS APPLICABLE):				
** 34	Meter sizing worksheet.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
** 35	Backflow preventer form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36	Booster pump data form (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
** 37	Backwater evaluation form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
** 38	Hydrant flow test (applies to large water service connection).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39	Letters requesting variance: domestic meter inside building; fire detector check assembly outside building (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
40	PROFILES FOR ALL PROPOSED WATER AND SEWER MAINS (IF APPLICABLE)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

In checklist we need to select 'yes' or 'No' or 'NA'. **Selection is Mandatory for all the Items (40-list)**

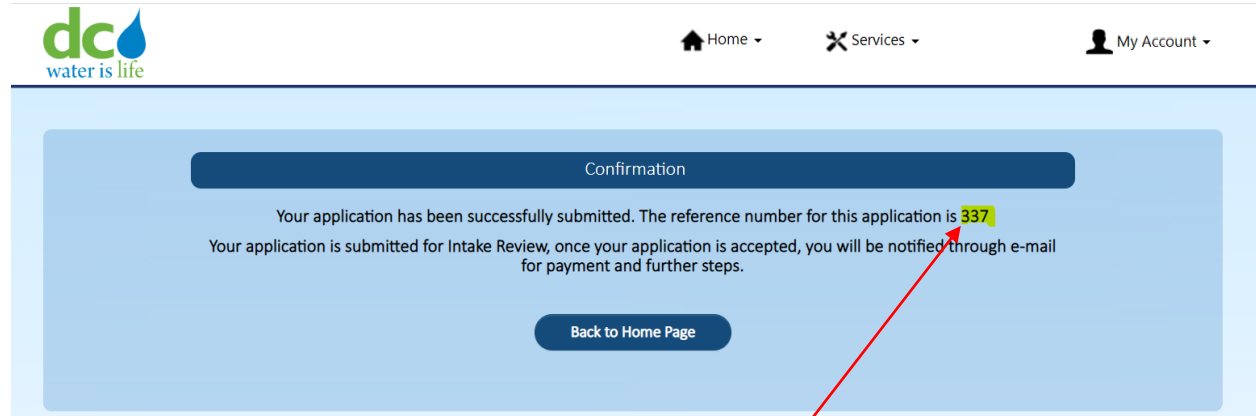
Permit Plan Submission Fee Details

Item	Fee	Payment Status	Notes
Submission Fee	USD 140		Development Plan Submission Fee

Previous
Pay Fee
Close
Submit

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Click on Submit to complete the application submission.

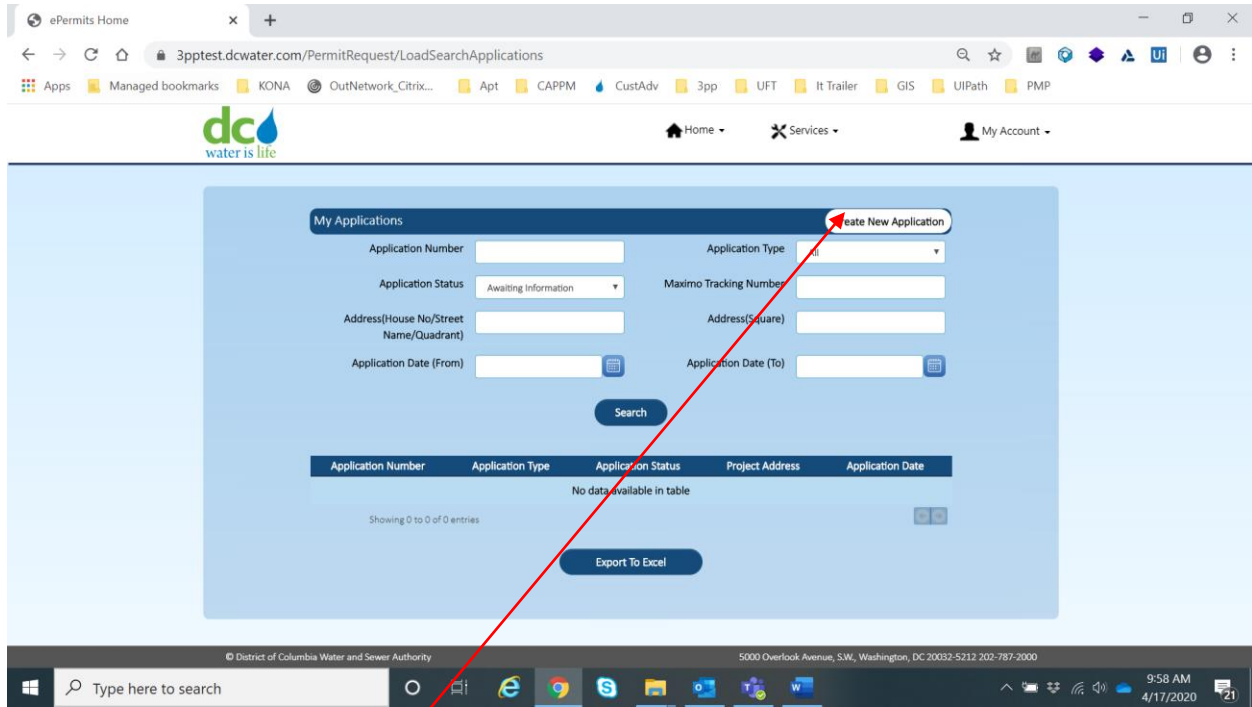


Application submission is confirmed, and email will be sent to login account.

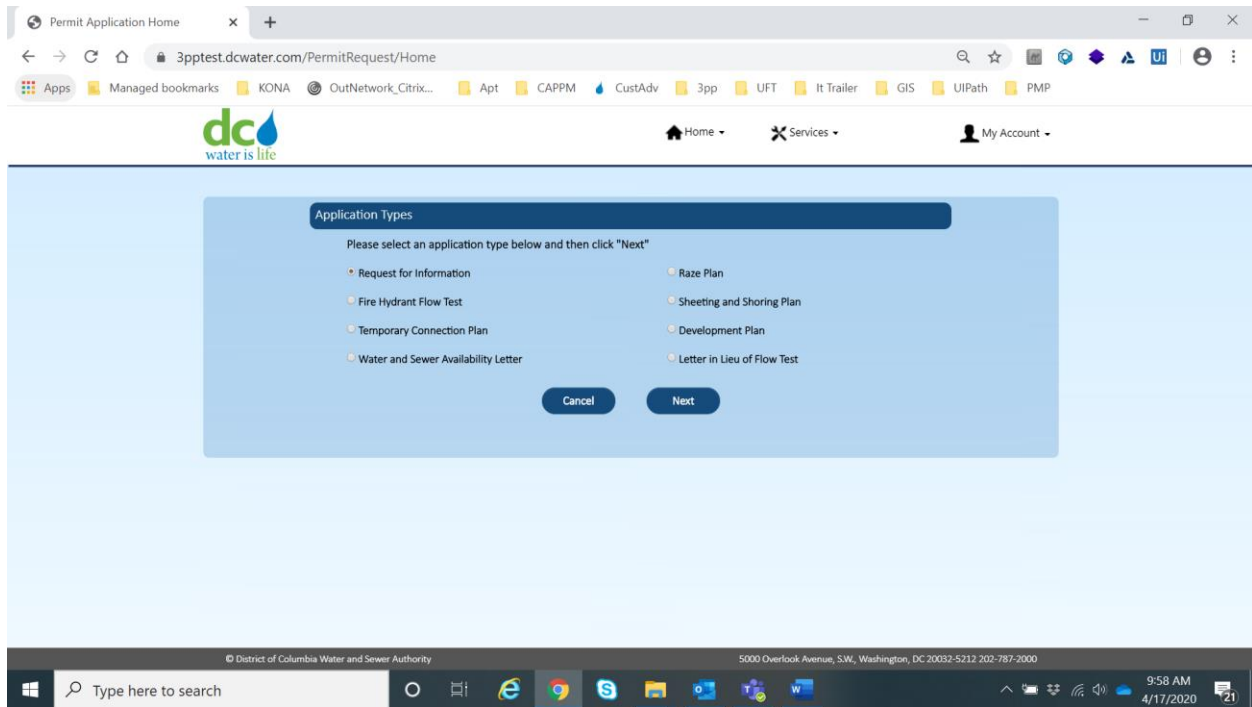
Unique application number will be generated and displayed



## Section VIII: Letter in Lieu of Flow Test



Click on Create New Application.

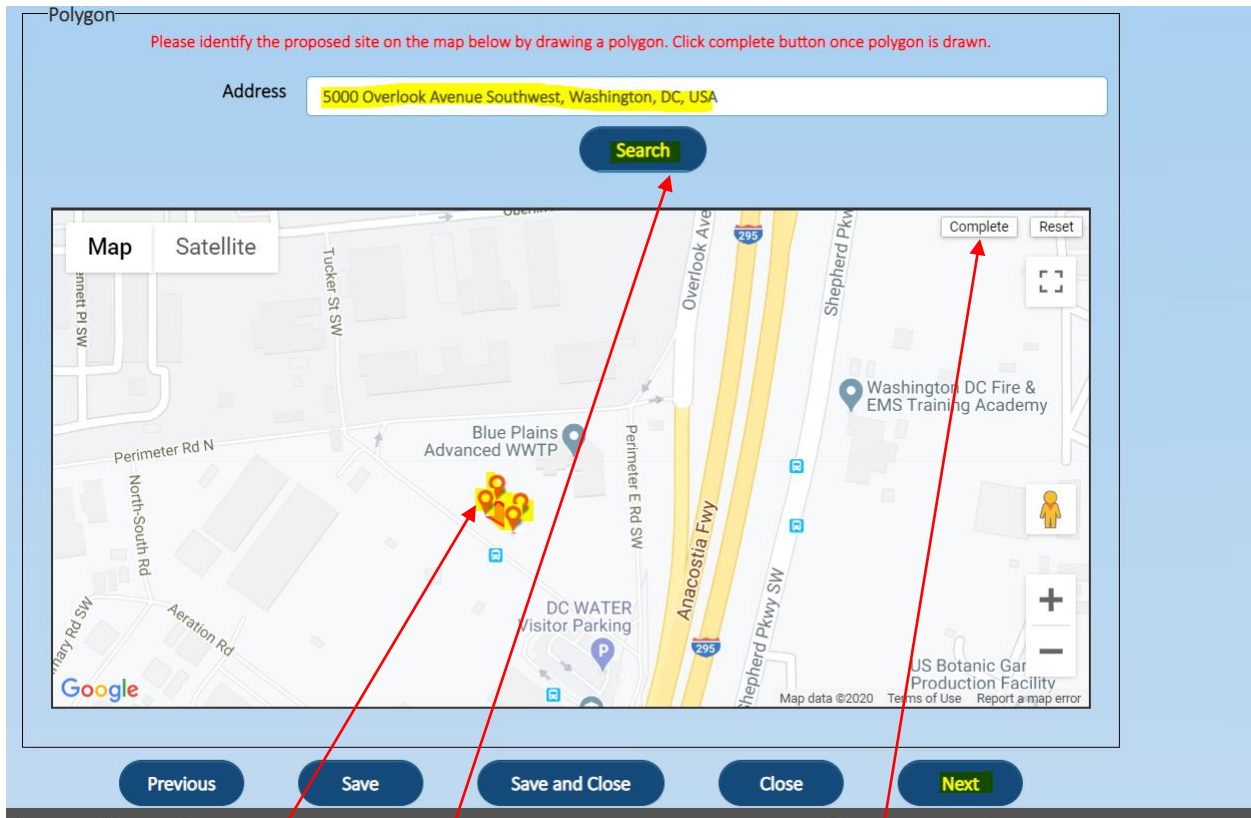


By default, Request for Information is already selected. Select Development Plan radio button.

The screenshot shows a web browser window with the URL 3pptest.dwater.com/PermitRequest/Home. The page features the DC Water logo and navigation links for Home, Services, and My Account. The main content area is titled 'Application Types' and contains the instruction: 'Please select an application type below and then click "Next"'. There are two columns of radio button options: Request for Information, Fire Hydrant Flow Test, Temporary Connection Plan, Water and Sewer Availability Letter, Raze Plan, Sheeting and Shoring Plan, Development Plan, and Letter in Lieu of Flow Test (which is highlighted in yellow). At the bottom are 'Cancel' and 'Next' buttons.

The screenshot shows the 'Application Types- Letter in Lieu of Flow Test' form. It has two tabs: 'Project Details' (active) and 'Summary'. A red instruction reads: 'PLEASE CLICK ON NEXT BUTTON BELOW TO PROCEED TO NEXT TAB'. The 'Application Details' section shows 'Application Type' as 'Letter in Lieu of Flow Test'. The 'Project Details' section includes the following fields: Project Name (5000 overlook), Property/House Number\* (5000), Street Name\* (overlook), Square\* (123), Lot\* (0253), State\* (DC - District of Columbia), Number Suffix, Quadrant\* (sw), Suffix, City\* (Washington), and Zip\* (20032). A 'Comment' text area is at the bottom. The footer contains copyright information for the District of Columbia Water and Sewer Authority and the address: 5000 Overlook Avenue, S.W., Washington, DC 20032-5212 202-787-2000.

Enter all project details (top part of screen). \* indicates mandatory fields.



Enter the address and click on search, Map will update the address

Click on the map to draw the polygon, to completed it click on the complete button

Application Types - Letter in Lieu of Flow Test- 5000 overlook sw

THE USER SHOULD CLICK SUBMIT BUTTON AT THE BOTTOM TO SAVE CHANGES

Project Details Summary

Application Details

Application Type Letter in Lieu of Flow Test

Project Details

Project Name 5000 overlook

Property/House Number\* 5000 Number Suffix

Street Number\* overlook Quadrant\* sw

Square\* 123 Suffix

Lot\* 0253 City\* Washington

State\* DC - District of Columbia Zip\* 20032

Comment

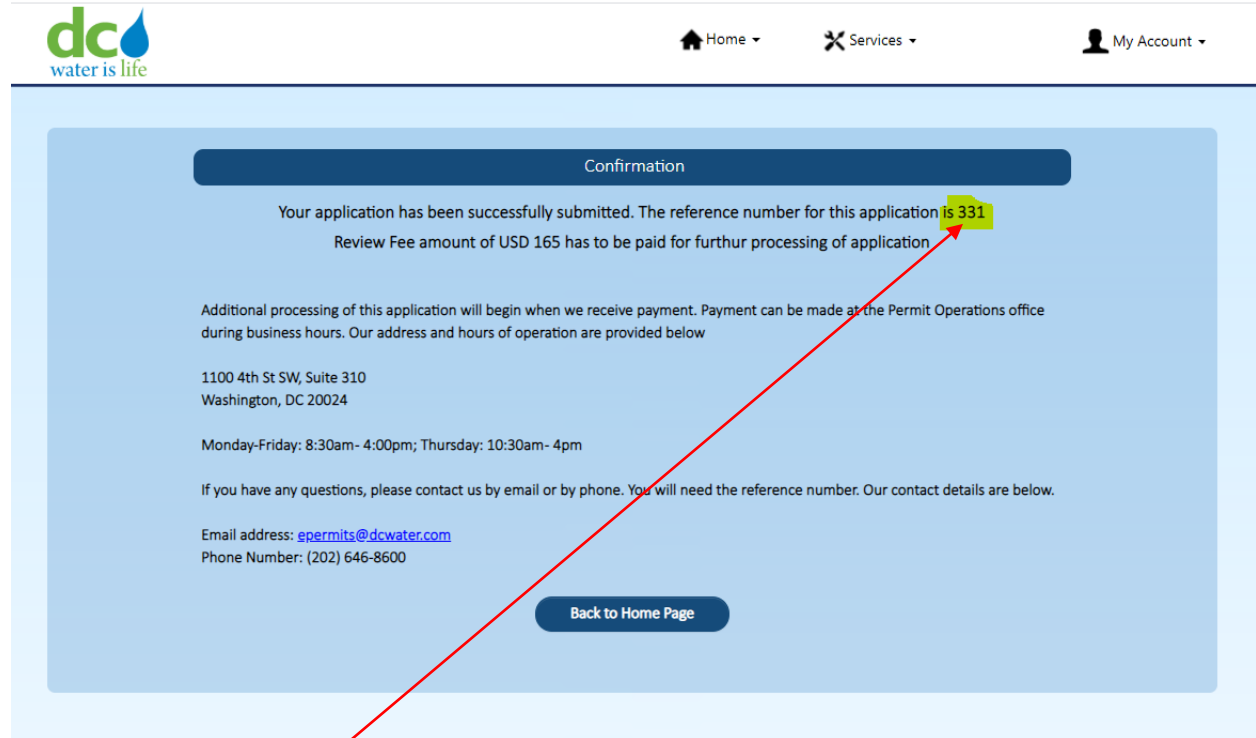
Permit Fee Details

Item	Fee	Notes
Review Fee	USD 165	Letter in Lieu of Flow Test Review Fee

Close Previous Pay Fee Submit

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Enter all Application details. \* indicates mandatory fields and click on Submit.



Application submission is confirmed, and email will be sent to login account.

Unique application number will be generated and displayed.