

## Information for Adding an Accessory Apartment

October 9, 2015

Adding an accessory apartment requires a Wastewater System and Potable Water Supply Permit (WW Permit). Go to <http://wastewater.vt.gov/poregionaloffices.htm> to contact a Regional Office for more information about the permitting process. Adding an accessory apartment may also need local town or city permits. Please check with your local officials.

Under the Wastewater System and Potable Water Supply Rules (Rules), adding an accessory apartment may be an increase in design flows and will change the operational requirements of the water supply.

The number of bedrooms that existed as of 12/31/06 or that is permitted for single family residences with a permit issued after 12/31/2006 is used in determining the existing water and wastewater design flows for a residence. Examples:

- A single family residence that is served by a soil-based system has the design flows calculated based on 2 people per bedroom for the first 3 bedrooms and 1 person for each additional bedroom. A four bedroom single family residence will therefore have a design flow based on 7 people. A 3 bedroom single family residence with a 1 bedroom apartment will have a design flow based on 8 people.
- A single family residence served by a municipal sewer system has a sewer allocation of 210 gallons per day. Adding an accessory apartment increases the sewer allocation by a minimum of 140 gallons per day.
- A single family residence served by a potable water source (such as a drilled well) increases the water systems instantaneous peak demand and the pump within the source needs to be capable of providing the peak demand.

A designer qualified to design potable water supplies and wastewater systems is needed under most situations to evaluate and design the supply and system. Designers and qualifications can be found on our website at: <http://wastewater.vt.gov/designerlicensing.htm>

### Steps to Obtain a Permit for an Accessory Apartment

1. The first step is to determine whether or not your property has a WW Permit. You can check at our website <http://wastewater.vt.gov/cfm/wwdocs/index.cfm> using our Document Search feature. You can also check your deed, your title opinion when you bought your property and/or the town or city land records. The Regional Office may also be contacted if no permit information is found. It is also important to determine the number of bedrooms that existed between 1/01/06 and 12/31/06 if there is no State permit for the residence. The town or city may be able to assist in documenting what existed in 2006.

## **Information for Adding an Accessory Apartment**

2. The second step is to contact a designer qualified to design wastewater systems and water supplies and assist in preparing the application form. The designer should know the information needed with an application based on the existing water supply and wastewater system serving the residence.
3. The third step is to submit an application to the appropriate Regional Office. You may contact the Regional Office if you, or the designer, have questions what information is needed with an application. The information needed will be based on the type of water supply and wastewater system; if there is a flow increase; and if there is construction of a water supply or wastewater system.

