

Guidance for Completing a Permit Pathway Map

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TO HELP US CREATE A WATER PERMITTING MAP:

1. Download the attached files and browse through them:
 - a. You will enter data into the "COMPLETE THIS-Permit map EXCEL FORM.xlsx". We will use the information you input into the cells to generate the finalized map.
 - b. The "REFER TO THIS-permit map.pdf" is a graphical representation of possible water reuse permit pathways. Nodes are color coded and keyed back to the Excel form. Nodes on pathways are for a particular source and a particular use (i.e. source-to-use pathway as shown in Figure 1). Nodes next to graphics will address the information specific to a source (Figure 2) or storage of that source type (Figure 3).

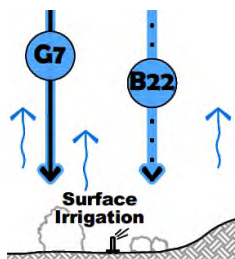


Figure 1 Examples of source-to-use pathway nodes

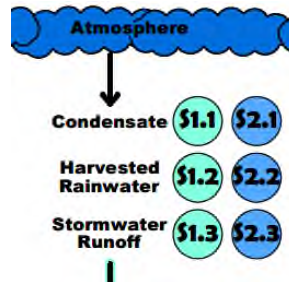


Figure 2 Examples of source nodes

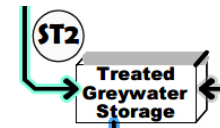


Figure 3 Example of a node for storage

- c. The files that start with "EXAMPLE" are examples of what a completed Excel form and the resulting finalized map will look like and how it'll work. Nodes are now replaced with four different objects (Figure 4) that can be clicked on to navigate to either codes and design criteria ("C"), permit process or form ("P"), incentives ("S"), and additional information ("i"). Not all pathways will have information to associate and some pathways will be blocked (Figure 5).

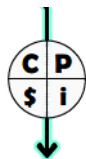


Figure 4 Example of finalized clickable areas on pdf

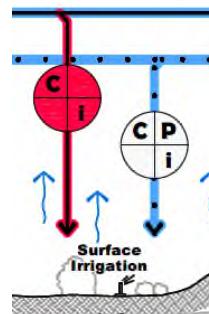


Figure 5 Example of blocked pathway (left) and open pathway (right) for the nodes in Figure 1

2. In the “COMPLETE THIS-Permit map EXCEL FORM.xlsx”:
 - a. Complete the minimum information (i.e. your contact info, project location and applicable building code (i.e. residential or commercial) in rows 6 to 11 in the “Permit Info” tab. To see these rows, click on the plus sign to the left of row 12.
 - b. Sources are listed (i.e. “Added Water Sources”, “Greywater Sources”, “Blackwater Sources”) under separate headings, because different jurisdictions classify sources differently. Enter information for each source in the appropriate row. For instance, if rainwater is allowed as a source, but not considered greywater or blackwater in your project’s jurisdiction, then enter code information in the “Harvested Rainwater” line under “Added Water Sources”. If water from “Shallow Groundwater (Foundation Drains)” is regulated as greywater, then enter information for that row located under “Greywater Sources”.
 - c. Water uses (i.e. toilet, kitchen sink, subsurface irrigation) are listed for each source (e.g. “Added Water Uses”, “Greywater Uses” and “Blackwater Uses”). This source-to-use row is then sorted by columns representing the codes, permit process or forms, incentives, and additional information for two levels of jurisdictions (i.e. national, county, local). This allows you to indicate if a permit pathway is open at the state level, but prohibited at the local level. Click on the plus sign above column N to unhide the columns for Jurisdiction 2.
 - d. For sources and uses in the rows, use the pull down menus to indicate if it’s allowed (i.e. “Yes”, “No”, or “Unsure”) and at which jurisdictional level (e.g. “National”, “State”). At a minimum, enter a link to the code that allows or blocks the source or use. If you can, enter links to the permit process or forms, incentives, or any other additional information. If there have been efforts to revise or update a requirement (even if they have failed), please summarize that in the Notes/Comments column.
3. Once you’ve filled out all the relevant information, please save and return the spreadsheet to molly.freed@living-future.org and maria@recodenow.org. We will vet and approve your info, create a clickable pdf map and upload it to an online repository for public access.

TIPS FOR RESEARCH

The best way to find this information is to go through the process of permitting your own Water Petal building under ILFI’s Living Building Challenge, but you can do this research without an actual project, too. Start with researching the local building code and build up to the state codes. Fill in the spreadsheet as best you can with the information that you learned, then start calling your local permitting officials and meeting with them individually. Bring along your draft spreadsheet, emphasizing that you are seeking their feedback. Carefully track their corrections, and log the conversations that lead to changes.

Ask each official to talk you through the other authorities having jurisdiction, and meet with each of them individually as well. Once you’ve met with each official on their own turf, invite the whole group together to review the final map. Below is a list of a few departments that are likely to be responsible for permitting one or more of these systems.

- Plumbing Inspector
- Department of Health
 - Drinking Water Division
 - Wastewater Division
- Department of Environmental Health
- Water and Sewer Utility
- Department of Environmental Quality Underground Injection Control Program (rule authorization)

The following are some questions that will help you start the conversation.

- Has the department permitted a system like this before?

- What are the priorities / values / obligations of the municipality?
- What historical need drove the creation of the current codes?
- What water quality standards does the department use?
- Are there mandates to connect to municipal supply?
- Under what conditions is municipal connection required?
- Are there fees for connecting to the municipality, and could they be waived in the event of an on-site system?
- Does the project need to ascertain permission to operate a public water works within the utility's jurisdiction?

PROVIDE FEEDBACK

This could be the most important part. Please provide us with your feedback on how this system of crowdsourcing data could be improved, including feedback on the Excel form, the map, or anything else that would make this a more intuitive and organized process for you. These 20 maps will serve as the foundation for the second (as-of-yet-unfunded) phase, where we plan to create a web application to automatically crowdsource permit pathways information and generate maps for additional jurisdictions.