

**The Drinking Water Safety Act  
Permit to Construct or Alter a Semi-Public Water System (SPWS)  
Permit Application: Checklist**  
Approval Form ODW-AF-02 (updated February 2023)

The following items **must be submitted** as part of an application:

- One completed Permit Application Form (attached).
- One cover letter/ email or design brief that includes:
  - Project description including how critical equipment such as pumps are controlled.
  - Reason for project (i.e., required to install primary disinfection, upgrade to address manganese or a BWA, expand to increase capacity or serve additional sites).
  - Proposed construction schedule.
- Specifications for critical equipment including size/ capacity, NSF/ CSA certification, model number for any water treatment units, water storage tanks, chemical feed pumps and piping.
- A detailed hand-drawn schematic or drawing showing all new and existing equipment, piping, valves and sample taps.

**OR, where required by the Office of Drinking Water,**

- One set of 11'×17' drawings and specifications sealed by a professional engineer.

The following additional items **must be submitted depending on the type of project**:

- For a **new well/ intake**: ODW SPWS chemistry analysis report and bacterial test (contact your Drinking Water Officer for assistance/ advice).
  - For a **new well**: well construction report (i.e., well log) from the driller, and a marked-up map showing its location and any nearby sources of contamination such as septic tanks, sewer lines, and dugouts or creeks.
- For **new or upgraded water treatment**: documentation that the chosen treatment units are suitable such as confirmation that flow rates and water quality fall within equipment limits/ specifications, or performance guarantees from the equipment supplier.
- For **alterations to an existing water system**: a description of how work will be scheduled and completed to avoid impacts on the water supply and water quality.

**Submission Instructions**: Submit the permit application package to:

Office of Drinking Water  
Box 19  
14 Fultz Blvd  
Winnipeg, MB R3Y 0L6  
[drinkingwater.approvals@gov.mb.ca](mailto:drinkingwater.approvals@gov.mb.ca)

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**Section 1: Owner/ Proponent Information**

Legal Name of Owner of Water System Works during Construction/ Permit Holder – Municipality, Department, Corporation (Inc. or Ltd.) or Individual:		
Mailing Address:		
City/ Town/ Village:	Province:	Postal Code:
Telephone:	Email:	

**Section 2: Project Identification**

**Constructing a new semi-public water system or Altering an existing semi-public water system**

Name of Semi-Public Water System and SPWS Code (for alterations to an existing system):
Project Location (i.e., Section/ Township/ Range, Rural Municipality, Address):

**Section 3: Engineer/ Consultant/ Supplier**

Name:	
Firm/ Company:	
Telephone:	Email:

**Section 4: Certification**

The information contained in this application is complete and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature of Owner/ Owner's Representative

\_\_\_\_\_  
Date

<p>Personal information is collected under the authority of The Drinking Water Safety Act and its pursuant regulations, and is used to issue permits and licences, and for enforcement purposes. Information collected is protected by the privacy provisions of The Freedom of Information and Protection of Privacy Act. If you have any questions, contact the Access &amp; Privacy Coordinator.</p>
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