Welcome and Introductions

Raynetta Curry Marshall
Director, W/WW Planning & Development
• Emergency Evacuation Route
• Assembly Point
• Headcount
• Safety Buddy
• Medical Conditions
• CPR
• Call 911
• Call Security
• Fire Extinguishers
• Hazards
• Cell Phones
• Restrooms
## JEA Development Stats

<table>
<thead>
<tr>
<th></th>
<th>FY 15</th>
<th>FY 16</th>
<th>FY 17</th>
<th>FY 18</th>
<th>FY 19 (Thru Dec)</th>
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<tbody>
<tr>
<td>Water Main (Miles)</td>
<td>21.5</td>
<td>40</td>
<td>60</td>
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<tr>
<td>Sewer Main (Miles)</td>
<td>24.8</td>
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<td>64</td>
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<td>Reclaim Main (Miles)</td>
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<td>Water Services</td>
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<td>4,981</td>
<td>5,466</td>
<td>1,562</td>
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<td>Sewer Services</td>
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<td>5,546</td>
<td>5,501</td>
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<td>644</td>
<td>1,718</td>
<td>2,275</td>
<td>2,747</td>
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<tr>
<td>JEA Lift Stations</td>
<td>31</td>
<td>21</td>
<td>21</td>
<td>44</td>
<td>8</td>
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<tr>
<td>Private Lift Stations</td>
<td>39</td>
<td>43</td>
<td>37</td>
<td>38</td>
<td>8</td>
</tr>
<tr>
<td>Dev. Projects Accepted</td>
<td>157</td>
<td>154</td>
<td>178</td>
<td>220</td>
<td>50</td>
</tr>
</tbody>
</table>
Agenda

• Section 1: Water, Wastewater & Electric Pre-Construction
• Section 2A: Water & Wastewater Construction
• Break
• Section 2B: Electric Construction
• Section 3: What’s New?
Section 1:

Water, Wastewater & Electric Pre-Construction
Availability Letters
Deanna Davis - Manager, W/WW Development

• New Requests: Jea.com
• Availability letters are valid for 1 year
• Electric Availability
• Email availabilityreq@jea.com for:
  ▪ Updates to existing letters
  ▪ Supporting documentation for requests
    ➢ Layouts
    ➢ Masterplans
  ▪ Questions
• Typical turnaround: 10 business days
Pre-Design/Pre-Application Meetings

• New Requests: wsedevprojrequests@jea.com
• Include in request:
  ▪ Availability Number
  ▪ Plans
  ▪ Specific Questions
  ▪ Available dates/times
• If necessary, request Real Estate or Electric teams be included
Plan Review Requirements and Submittal Status

• Design Guidelines Section 2.4
  • General plan requirements
  • Specific requirements based upon planned infrastructure

• Review Times
  ▪ Preliminary Review: 15 business days
  ▪ Subsequent Review: 10 business days

• Check the status of your submittal:
  ▪ JEA W/WW Development, Self-Service Center webpage
Project Submittal Common Corrections

• Agent Authorization
  ▪ Not original signature (copy)
  ▪ Entity not listed as company officer on Sunbiz
  ▪ Engineer doesn’t fill out their section

• Property Appraiser Map
  ▪ Include property owner information

• PDF’s not included in submittal
  ▪ Email: wsedevprojrequests@jea.com
  ▪ Include on cd with submittal
FDOT Permits

- DO NOT submit permit until you have approved JEA plans
- Reference JEA availability number in the file name of attachments
- Utility Agency/Owner Name For Development Projects:
  - JEA (Deanna Davis)
- Include signed Special Instructions document
  - JEA W/WW Development, Forms and Procedures webpage
- FDOT comments-plan changes require resubmittal to JEA
Water and Sewer Permits
Bill Pound – JEA Self Permitting Team

JEAs Permits
- Duval County **ONLY**
- 12-inch and smaller Pipe Diameter
- NO Private On-Site Sewer
- Two Year Permits with option of 3-1 year extensions (Five Year Total)
- No Fee

FDEP Permits
- Duval, St. Johns, Nassau & Clay County
- Private On-Site Sewer
- Five Year Permits
- Fee

JANUARY 2019
Pre-Submittal Meeting
Jeremy Williams - Assoc. Manager, Electric Services

- New Requests: elecdev@jea.com
- Include with request:
  - Project Check List
  - Available Plans
  - Specific Questions
- Submittal Documents:
  - www.jea.com
    - Engineering and Construction
    - Electric Development
Project Submittal

- Accepted electronically at: elecdev@jea.com
- Projects include URD/UAD/UCD
- Complete package per individual Check Lists
- Project review within 5 business days.
- Acceptance confirmation includes assigned Project Engineer.
Project Submittal Common Corrections

- Missing Preliminary Plat
- CAD file features not to standard
- Missing COJ Street Light Authorization
- Letter of Intent not signed
- Area light contract authorized user signature
- Townhomes accepted as UAD rather than URD
- Missing riser diagrams
- Missing survey for utility relocations
Project Design

- Preliminary Design within 20 Business Days
- Developer/Developer Engineer comments due within 10 Business Days
- Approve Design prior to Pre-Construction Meeting
- Developer contacts Project Engineer when ready to schedule Pre-Construction Meeting with Developer’s Electrical Contractor.
- Project Engineer coordinates to include JEA Construction Inspector
Real Estate Items
Brandon Traub - Real Estate Coordinator

- Plats
- Easements
- Use & Hold Harmless
- Link to JEA Real Estate page on JEA W/WW Development, Reference Materials webpage
Section 1: Water, Wastewater & Electric Pre-Construction

Deanna Davis
Bill Pound
Jeremy Williams
Brandon Traub

Questions?
Section 2A

Water & Wastewater Construction
Pre-Construction Meeting
Josh Parker – Manager, Construction Inspection

- Request meeting: wsedevprojrequests@jea.com
  - Attention: Pre-Construction Meeting
  - Include project name and Availability number
  - Include Pre-con meeting request form
- Must have meeting PRIOR to any utility installation
- Inspector will be assigned
- Project Acceptance check-list provided
- Revisions
  - Required for all changes to approved plans
  - Review time: 5 business days
  - Will review electronically for projects under construction
Activities to schedule with Inspector

- Wet taps
- Cutting in MJ tees, sleeves or valves
- Tie-in to existing manholes
- Force main tie-in to JEA manhole
- Flushes
- Outages
- Testing (Bac-T, Pressure, CCTV, locate wire, pump station startup)
- Wet Well Installation
As-Built Reviews
Deanna Davis – Manager, W/WW Development

- W/WW/R Development team is your POC, not the only group reviewing as-builts within JEA
- Must follow Section 501 of JEA Standards
- Must include the transmittal & checklist
- Must include the hard and electronic copies (AutoCAD and pdf)
- Submitted via Mail Room
- Review time
  - Preliminary Submittal: 10 Business Days
  - Subsequent Submittal: 5 Business Days
Permit COC
Bill Pound – JEA Self Permitting Team

JEA

- JEA COC Application-Original Signatures
- Bacteriological Tests:
  - 2 Consecutive Passing Days < 60 Days Old
- Pressure Test
- As-Built Approval Letter

FDEP

- FDEP COC Application-Original Signatures
- Bacteriological Tests:
  - 2 Consecutive Passing Days < 60 Days Old
- Pressure Test
- As-Built Approval Letter
Project Completion - Inspections Team
Deanna Davis – Manager, W/WW Development

- Lift Station Start-up
- Conduct final walk-through of project
  - Generate project punch-list
- Lets JEA Development team know when project is complete
Project Acceptance

• DO NOT submit the acceptance package until you have ALL required documents
• At acceptance, JEA will issue you a letter indicating the date of acceptance, this starts the 2 year warranty
• New services can now be started
• You must now turn in any Fire Hydrant Meters
W/WW Service Applications
GiGi Carroll – Manager, Business Client Relationships

- Fire Flow Tests
- Fire Hydrant Meters
- Sewer Service Locates
- New W/WW service applications

www/jea.com/meterapplications

Hydrant Meters: Permit ($25) and Deposit ($1500) due with application. Hydrant meters are for construction purposes when no potable water service is available. Hydrant meters may not be direct connected as a potable water source to any structures other than temporary construction trailers. Meter readings sent in monthly to firehydrant@jea.com. Hydrant meters are exchanged every six months.
W/WW Service Applications

JEA

ENGINEERING AND CONSTRUCTION

Electric Development

Electric Reference Materials

Water and Wastewater Development

Forms and Procedures

Reference Materials

Self-Service Center

Applications

Capacity Fee Calculator - Average Daily Flow

Capacity Fee Calculator - Fixture Count

Development Project Status

Stages of a Project

HYDRANT FLOW TEST APPLICATION

COMPANY NAME:

MAILING ADDRESS:

CITY/STATE:

PHONE:

EMAIL:

SPECIAL REMARKS:

DATE RECEIVED:

DATE APPROVED:

SEWER LOCATE APPLICATION

COMPANY NAME:

MAILING ADDRESS:

CITY/STATE:

PHONE:

EMAIL:

SPECIAL REMARKS:

DATE RECEIVED:

DATE COMPLETED:

WATER PRESERVICE

JANUARY 2019
W/WW Service Applications

- New service application at jea.com
- Completely fill out application
- Capacity Fee calculator jea.com
- Capacity Fees are calculated and charged based upon the tariff
- Fees must be paid at time of application
- Application Process Time
W/WW Service Applications

Water Preservice

JANUARY 2019

COMMERCIAL METER/TAP/INSTALLATION/CAPACITY AND SERVICE APPLICATION

<table>
<thead>
<tr>
<th>INDICATE REQUEST</th>
<th>Water</th>
<th>Water</th>
<th>Water</th>
<th>Water</th>
<th>Water</th>
<th>Water</th>
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<td>1 ½&quot;</td>
<td>2”</td>
<td>¼&quot;</td>
<td>1”</td>
<td>1 ½&quot;</td>
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<td>¼&quot;</td>
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<td>$1,352.00</td>
<td>$1,352.00</td>
<td>$917.00</td>
<td>$1,352.00</td>
<td>$1,352.00</td>
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<tr>
<td>SEWER TAP FEE</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE FOR CAPACITY FEES: www.jea.com/capacityfaqs

1. Capacity fees are calculated based on actual Average Daily Flow (GPD). Fees charged are Tariff minimum or calculated values, whichever is greater.
2. A Growth Capacity Fee is applicable if service address does not have an existing potable water/sewer service connected.

If directed by Availability Letter email SpecialEstimates@jea.com for water and sewer tap costs.

Δ $25.00 Re-Trip fee will be assessed when installation requires more than one visit due to site conditions. The fee will appear on the JEA billing statement.

The City of Jacksonville Building Inspection Division has required the installation of backflow preventers on all commercial fire sprinkler service lines, irrigation lines and potable water lines. Commercial assemblies must be tested every year.

It is the responsibility of the customer to ensure the consumer side is connected to the meter.

*APPLICANT'S SIGNATURE: ______________________ DATE: __________

* Required fields must be completed or the application may be returned unprocessed.
W/WW Capacity Fees

Water Preservice

JANUARY 2019

W/WW Capacity Fees

Capacity Fee Calculator - Average Daily Flow

Prior to initial connection to JEA’s water and wastewater systems, customers are required to pay a water/wastewater plant and line extension Growth Capacity Charge. Charges are determined by either the meter size or projected flow (consumption) as submitted by an engineer -- whichever fee is greater.

Calculate the average daily flow costs below. Next, compare the calculated costs to the table of base fees below. Whichever is greater is the amount to include on the Meter Application.

Gallons Per Day:

<table>
<thead>
<tr>
<th>Total Fixture Unit</th>
<th>Water Capacity Fee</th>
<th>Sewer Capacity Fee</th>
<th>Total Fee</th>
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</thead>
<tbody>
<tr>
<td>144</td>
<td>$1,940.00</td>
<td>$7,200.00</td>
<td>$9,140.00</td>
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</table>

Reset

Water and Sewer Capacity Charges from the Water and Sewer Rate Document are summarized in the tables below. Water capacity base fees are $0.97 per gallon of average daily water use as estimated or approved by JEA, or the fee in the table below, whichever is greater. Sewer capacity fees are $3.64/gallon of estimated average daily sewer capacity as estimated or approved by JEA, or the fee in the table below, whichever is greater.

Water & Sewer Capacity Base Fees for Commercial Service

<table>
<thead>
<tr>
<th>Meter Size</th>
<th>Potable</th>
<th>Sewer</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/8&quot;</td>
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<td>N/A</td>
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<tr>
<td>3/4&quot;</td>
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<td>1&quot;</td>
<td>$483.68</td>
<td>$1,818.98</td>
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<tr>
<td>1-1/2&quot;</td>
<td>$996.04</td>
<td>$2,737.71</td>
</tr>
<tr>
<td>2&quot;</td>
<td>$1,940.55</td>
<td>$7,192.01</td>
</tr>
</tbody>
</table>
Meter Installation
Jerry McInarnay – Meter Specialist Foreman

• Tips to ensure meters are installed ASAP
  ▪ Ensure lot/location is marked
  ▪ Ensure meter box is at grade, not broken, not covered or buried
  ▪ Service location within box
  ▪ Backflow device is installed

Meter Installations (1.5-inch and greater)
• Space requirements/Easements
• Landscaping
Reclaimed/Irrigation Meters

- Potable meter should be installed first
- Reclaimed meter installation Requirements:
  - Potable service must be connected to house/building
  - Backflow device must be installed (tested/tagged)
  - Backflow device box expectations (gravel, etc.)
  - On-site irrigation piping is purple, per JEA Rules and Regulations
Section 2A:
Water & Wastewater Construction

Deanna Davis
Josh Parker
Bill Pound
GiGi Carroll
Jerry McInarnay

Questions?
Section 2B

Electric Construction
Developer Construction
Jeremy Williams - Assoc. Manager, Electric Services

• Pre-Construction Meeting
  ▪ Design released for installation
  ▪ Introduction of JEA Inspector
  ▪ Construction/Standards Q&A
• Contribution In-Aid-of Construction (CIAC) due.
• Electrical Contractor contacts Inspector when ready for Final Inspection
• As-Built accepted with complete Schedule of Values and Final Inspection items resolved.
Developer Construction Corrections

Due at Final Inspection

• Curb and gutter poured, roadway stabilized
• Lot corners and equipment easement corners established with grades shown
• Conduit system is 100% installed per engineer design
• String installed in all connected conduit
• Lots labelled on all secondary conduit and equipment addresses in all primary conduit, conduit in transformer pads must be visible with transformer set
• Area around transformers compacted, transformer pads set and levelled
Developer Construction Corrections

As-built Acceptance

- Pictures provided of inside walls of all pre-cast manholes
- Completed and signed Schedule of Values submitted
- All punch-list items resulting from Final Inspection are satisfied
JEA Construction-Upon As-Built Acceptance

- Project Engineer creates transformer/cable/street light construction package
  - Typically 10 business days
- JEA Construction receives package and adds project to the schedule
  - Project Scheduled communication
  - Typically complete within 6 weeks
  - Project Energized communication
Premise Record & Service Point
Gerald Donskey – Manager, Electric Services & Development Projects

Detached Single Family
• URD Address Creation
• Address plan from local government agency
• Premise record created
  ▪ Service point records created (W/S/R/E)
• Auto update process for new permits
  ▪ URD-Based on permit amps/volts
    ➢ Line work order released
    ➢ Meter set order released
  ▪ Non-Residential—does not auto update
Premise Record & Service Point

Multi-Family Dwellings

- UAD-Duplexes, Townhomes, Apartments
- Address plan from local government agency
- Premise record created
  - Service point records created (W/S/R/E)
  - Water may be metered by each unit, each building or by project
- Auto update process for new permits
  - UAD-Based on permit amps/volts
    - Linework-Typically on Main disconnect permit
    - Meter set order released
  - Non-Residential and main permits do not auto update
New Electric Service Permit Processing

Duval County
• COJ BID permit data file
• JEA receives every 3 hours
• New permits and status updates

St Johns County
• SJC Bid permit data file - 6AM
• JEA new permits staged
  ▪ File is reviewed & permits added
• Permit status updates
  ▪ Processed automatically if JEA has a matching record
New Electric Service Permit Processing

Atlantic Beach, Orange Park, Baldwin

- Permit data file received by JEA via email
- New permits and status updates manually processed
Temporary Service Poles

Duval County

• Single Family home new construction
  ▪ Non-metered, designated as TPFR in JEA system
  ▪ JEA Flat fee collected on new home building permit
• Multi-Family and Commercial projects
  ▪ Metered temporary service required
  ▪ Require customer application to start service
• Non-Metered Temporary Service
  ▪ Limited to construction tools
  ▪ No job trailers

Other Agencies

• All other agency temporary services are metered
Amenity and Other Services

Irrigation, Signs, etc.
• Planned services should be included on the city addressing plan
• Records will be created with receipt of permit at JEA

Un-Metered Mains
• Ganged meter centers with main disconnect
• Un-metered main permit not required/issued
  ▪ Per N.E.C. – 6 units or less
  ▪ Requires line work to be added
    ➢ Auto update processes for no line work
    ➢ Electric services dept. corrects most
    ➢ May require call to check status
Amenity and Other Services

Rules & Regulations for Electric Services

• Available at JEA.com

• Frequent issues delaying service:
  ▪ Pull line required in all conduit installed
  ▪ Correct voltage/amps/phase on issued permits (SJC)
  ▪ Correct conductor phase color marking
  ▪ Fifth meter jaw for 120/208 volt 1 phase service ONLY - NOT 120/240

• JEA.com
  ▪ Engineering & Construction
    ➢ Electric Permit Status
    ➢ Electric/Water Meter Search
Section 2B: Electric Construction

Jeremy Williams
Gerald Donskey

Questions?
Section 3

What’s New?
Water and Wastewater Development Website Updates

Deanna Davis – Manager, W/WW Development

• Location:
  https://www.jea.com/Engineering_and_Construction/Water_and_Wastewater_Development/

• Forms and Procedures
  ▪ Real Estate Link
  ▪ Permit and COC Applications
  ▪ Pre-Construction Meeting Request Form
  ▪ As-Built Submittal Transmittal/Checklist
  ▪ FDOT Special Instructions
Water, Wastewater, and Reclaimed Water Development

Find Everything You Need for Your Development Project

- Forms and Procedures
- Reference Materials
- Stages of a Project
- Self-Service Calculators, Applications, and Project Status
- How to Connect Your Water or Sewer Service

Typical JEA Review Time Frames

- Preliminary Plan Submittal Review: 15 business days
- Subsequent Plan Submittal Review: 10 business days
- Revision Plan Submittal Review: 5 business days
- Preliminary As-Built Submittal Review: 10 business days
- Subsequent As-Built Submittal Review: 5 business days

Reclaimed Water for Irrigation

In 2015, JEA established its Reclaimed Water Service Territory to provide public access and residential reclaimed water to its customers. The establishment of the Reclaimed Water Service Territory allows
Self-Service Center

Development Project Status

Track the Status of a Project
Tracking your project through the development process is easy. Using your JEA Availability Number, you can search the JEA SPM Database to see the current status of your project. Simply type in your 8-digit Availability Number (including the dash) found at the top of your Availability Letter.

Capacity Fee Calculators

Prior to initial connection to JEA’s water and wastewater systems, customers are required to pay a water and/or wastewater plant and line extension growth capacity charge. Charges are determined by either the meter size or projected flow (consumption) as submitted by an engineer.

- [Calculate by Water and Wastewater Fixture Unit Types](#)
- [Calculate by Average Daily Flow](#)

Water and Sewer Service Applications

[Use Our Water and Sewer Applications](#)
Design Guidelines: Notable Items

- Location: Jea.com
- Linked pdf, searchable, hyperlinked
- Section 2.3 Design Review Time Frames
- Section 2.9 Pre-Construction Meeting
Design Guidelines
Section 2.4.1 Infill Development

• Must request availability letter
  ▪ Lot splits
  ▪ Multiple addresses on same street
• Infill layouts
  ▪ Show existing water and sewer services
  ▪ Finished floor elevation
• JEA installed services
  ▪ Typically within 10 business days
• Builder Installed Services
  ▪ Pre-con meeting/inspection
  ▪ As-Builts/Acceptance
Design Guidelines
Section 2.4.2 Development Plan Submittal

• Plans Designed under YYYY Standards
• Availability number on cover sheet
• Pipe crossing information
• Drawing scale-Keep consistent
  ▪ Max. scale 1:40
• Landscaping plans with prop. utilities shown
• Sample point locations
• Pipe profiles
  ▪ All pipe installed via HDD
  ▪ All forcemain pipe
  ▪ All waterlines > 12-inch diameter
Design Guidelines
Section 3.1.5 Flow Comparison Analysis

• F.A.C. 64E-6008 (1) (a) System Size Determinations
  ▪ Latest 12 months of water use data
  ▪ 6 Similar Establishments
• Analysis Summary and backup documentation
• If accepted, system is sized based on highest flow in any month for any of the establishments
• Must be signed and sealed by FL PE
• Must be submitted with the final plans
Design Guidelines
Section 5.0.8 Emergency Operations

• Class one pump stations
• Emergency Storage
  ▪ Min. 3 hour hold time based on peak hourly flow
  ▪ Can use wetwell, manhole and gravity system
  ▪ Can’t upsize pipe or deepen sewer
• Mandatory Generator/Pony Pump
  ▪ Re-pump lift station
  ▪ 12-inch or larger FM discharge
  ▪ Does not meet Emergency Storage req.
Standards Updates
Casey Nettles– Manager, W/WW System Assets, Performance and Innovation

• Class 1 Pump Station
  ▪ Flow Meter
  ▪ Ductile Iron Fittings
• High RPM submersible pumps approved
• Poly Concrete Manholes/Wet wells approved
• CCTV of new laterals required
As-Built Drawing Updates

• Boundary survey required for all pump stations, survey all pump station items
• Must provide finish grade and top of pipe elevation at sewer lateral stub Outs
• Asset Data Tables in Excel Required
• As-Built checklist has been updated
Special Estimate for W/WW Tap Fee
Kyle Schoettler – Manager, W/WW System Operation & Customer Response

• Commercial projects must have approved plans to request a special estimate
• Request response within 10 business days
• Estimates are good for 30 days
• Special Estimate replaces the tap fee on the new service application
• Application (with availability number) and payment must be submitted to the Water Pre-Service counter
• Typical installation time is 10 business days
Special Estimates

- When is a special estimate needed?
  - Main is 8+ feet deep
  - Within FDOT, SJC or Nassau Co. ROW
  - Roadway pavement less than 5 years old
  - Long side sewer service
  - Conflict with other utility
  - Low Pressure Step System
  - Sewer Vacuum System
  - Multiple taps within a block
Residential Flow Meter Test

- Can be requested when existing 2-inch line abutting property is close to but over the JEA limit on connections
- Submit application to JEA Development team for review/approval
- If approved, submit signed off application and payment ($82.00) to JEA Water Pre-Service
- Test conducted Thursday-Tuesday
- Results are analyzed by JEA Development team
- Determination provided to you
St. Johns County-Building Permits
Deanna Davis – Manager, W/WW Development

• Provide copy of project acceptance letter
• Provide copy of new services receipt
• Pre-Acceptance letter from JEA
  ▪ Will allow you to get a permit, not a COC
St. Johns County-Pre-Acceptance Letter

- Project must be under construction but not yet accepted
- Request letter from wsedevprojrequests@jea.com
  - Attention: St. Johns County Pre-Acceptance
  - Include project name
  - Include availability number
  - Include single page master layout showing all lot numbers for the development/phase you are requesting
- Letter will be emailed to you
Electronic Plan Submittal/Review and File Digitization Project

- Currently in RFI request, deadline will be Jan 18
- Presentations Feb/March
- RFP will follow
- Goal is to go paperless for all possible submittals
Section 3: 
What's New?

Deanna Davis 
Casey Nettles 
Kyle Schoettler

Questions?