
**REVISION REQUEST SUBMITTAL GUIDELINE FOR:
Specifications • Details • Design Standards • Approved Manufacturer's**

MPW will accept proposed revisions to Specifications, Details, Design Standards and Approved Manufacturer's on a bi-annual basis.

The attached *Revision Request Form* must be completed and submitted to the Engineering Department by the specified deadline in order to be considered.

Spring Revision Request Schedule

Request Submittal Deadline: March 1st

Review Period End: March 15th

Applicants informed of decision by March 31st

Issuance of Accepted Revisions, as applicable: No Later than April 30th

Note: External requests for the inclusion of new approved manufacturers who would like to have a meeting to discuss their product must schedule a meeting with the Engineering Department in addition to the written submittal request.

Fall Revision Request Schedule

Request Submittal Deadline: October 1st

Review Period End: October 15th

Applicants informed of decision by October 31st

Issuance of Accepted Revisions, as applicable: No Later than November 30th

Note: External requests for the inclusion of new approved manufacturers who would like to have a meeting to discuss their product must schedule a meeting with the Engineering Department in addition to the written submittal request.

MPW will provide DHEC a yearly update with all applicable revisions made during the previous year no later than January 31st.



REVISION REQUEST FORM

Date: _____
Submitted By: _____ Phone: _____
Company: _____ Email: _____
Address: _____

1. Mark the appropriate revision request below:

- Specifications; Specification Section: _____
- Standard Details; Detail No.: _____
- Design Standards; Series No.: _____
- New Approved Manufacturer; Applicable Spec/Series/Detail No.: _____

2. Description of Requested Revision:

3. Justification for Requested Revision:

4. Attach any sketches, drawings, data to be included in the review process.

Submittal Instructions:

Please submit completed application and any attachments to the MPW Engineering Department prior to the Spring/Fall submittal deadline for consideration;

Via Mail:

Mount Pleasant Waterworks
Engineering Department
Revision Request Submittal
P.O. Box 330
Mount Pleasant, SC 29465

Drop-Off:

Mount Pleasant Waterworks
Engineering Department
Revision Request Submittal
1619 Rifle Range Road
Mount Pleasant, SC 29465

Via Email:

wlee@mpwonline.com

Include "Revision
Request Submittal" in
the subject line