

APPENDIX C

Procedures and Requirements: Tap Connection to an Approved Sanitary Sewer System Allen County, Ohio

When an approved sanitary sewer becomes available to your property, it is necessary to perform the following:

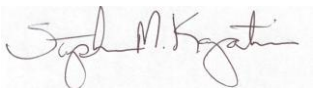
1. Obtain a Capital Permit to connect from the Allen County Sanitary Engineer's Office, 3230 North Cole Street, Lima, OH 45801, Telephone: 419-996-4670. A yellow copy of the permit will be given at this time, and will be required to be on the job site at the time of lateral excavation. **No inspection will be conducted without this yellow copy of the permit.**
2. Tapping of approved sanitary sewer system must be done by the property owner or contractor according to the specifications stated herein.
3. Call the Allen County Sanitary Engineer's Office 24 hours prior to the inspection being needed. All work is to be left exposed for inspection.
4. If a septic tank exists on the property, the following must be done:
 - a.) Disconnect building sewer from septic tank.
 - b.) Have the septic tank's contents removed by a licensed scavenger.
 - c.) Crack the bottom of tank, remove tank lid and fill the empty tank with a solid inert material (ex. earth or stone).
 - d.) Uncover building sewer to building drain for inspection of condition and material. At least two (2) joints shall be exposed.
 - e.) Plumbing waste lines and other drain lines within and outside the dwelling or public building shall be inspected for compliance with the following: roof down spout drains, footer drains, sump pumps discharging footer drain water, cistern over flow drains, and surface and sub-surface drainage lines are not allowed to be connected to the building sanitary drain or building sewer. Only water used within the building shall be discharged to the sanitary sewer. **NO INDUSTRIAL WASTE, HAZARDOUS WASTE OR STORM WATER ARE ALLOWED IN OUR SANITARY SEWER SYSTEM AT ANY TIME.**
 - f.) If any questions arise, please contact the Public Health Department at (419) 228-4457.
5. The building sewer for a one (1), two (2), or three (3) family dwelling shall be at least four (4) inches nominal inside diameter. The building sewer for all commercial, industrial or public buildings shall be at least six (6) inches nominal inside diameter. The minimum slope shall be 1/8" per foot. The building sewer shall be connected to the building drain by using rigid PVC material or non-shear flexible coupling. A building sewer shall be laid in undisturbed earth using premium joint pipe as listed below. "Clean-outs" shall be installed as follows:
 - a.) One (1) within ten (10) feet from your building.
 - b.) One (1) every one-hundred (100) feet of length to the sanitary sewer, or at any change in direction greater than 45°.
 - c.) One (1) at the road right-of-way. A two (2) way clean-out tee (Charlotte style 448 or approved equal) must be utilized to allow testing/cleaning/surveillance equipment

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access in either direction. This “clean-out” shall be six (6) inch for commercial and four (4) inch for residential.

- d.) Types of acceptable pipe which can be used for laterals:
- 1.) Polyvinyl Chloride (PVC) meeting (ASTM-D-3034 SDR 35).
 - 2.) Plastic pipe meeting Schedule 40 pipe and National Sanitation Foundation (NSF). All ASTM numbers should refer to latest revision. When using Schedule 40 pipe, the bedding should be undisturbed virgin soil.
 - 3.) All building sewers less than Schedule 40 wall thickness shall be backfilled with #57 stone to 12 inches above the top of the pipe and 4” below and 6” on each side.
 - 4.) Boring across roadways – Use 6” seamless High Density Polyethylene pipe material.
6. If there is a sanitary sewer manhole on the property or street right-of-way, it shall not be covered for any reason. Should you desire to raise the elevation of the ground, you must notify this office so that arrangements can be made to raise the opening. Should you fail to notify this office and cover the manhole, this office may take one of several actions:
- a.) Remove the fill over the manhole.
 - b.) Raise the manhole and charge the contractor or the owner for any expense involved.
7. When it is necessary to tap a sanitary main, department personnel will drill the opening with two (2) sizes available which will accommodate a 4” or a 6” T-saddle which we will provide. Trench must be properly shored prior to departmental staff entering trench to complete tap.
8. Low Pressure Collection Systems – Contact Allen County Sanitary Engineering Department for details of connection.
9. **Please call the Sanitary Engineering Department 24 hours in advance to make a tap or have an inspection, and have the job site prepared with materials on hand prior to our arrival and trench left open.**



Stephen M. Kayatin, P.E.
Sanitary Engineer

Revised 4/15/98

Revised 12/22/03 5.c.) “Clean-outs”

Revised 9/1/10

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