

APPENDIX C

Procedures, Requirements And Specifications For Connection To The Allen County Sanitary Engineering Department Sanitary Sewer System

The following will be required by the property owner and/or their contractor when connecting a structure to an approved private sanitary sewer system, or system connected to a sanitary sewer system owned and operated by the Allen County Sanitary Engineering Department:

General Connection Requirements

1. The property owner or their contractor is required to obtain a Capital Permit from the Allen County Sanitary Engineer's (ACSE) Office located at 3230 North Cole Street, Lima, OH 45801, Telephone: 419-996-4670. The Capital Permit is required for all new construction and old construction replacing on-lot private systems. A white copy of the permit will be given at the time of application as property owner's record. **The Sanitary Engineering Department must inspect all work before it is covered up. If we are notified after work is covered we have the right to request the contractor to re-expose their work.**
2. When working within a public right-of-way the property owner or contractor must obtain a right-of-way permit from the appropriate local jurisdiction.
3. Tapping of approved sanitary sewer system may be done by the property owner or contractor in accordance with procedures, requirements and specifications stated herein.
4. The property owner or contractor is required to contact the ACSE Dept. at 419-996-4670 twenty-four (24) hours prior to the inspection being needed. **All work** is to be left exposed for inspection
5. Issuance of a Capital/Repair Permit and inspection of the service lateral by the ACSE Dept. does not remove the property owner's responsibility for material and/or craftsmanship of work performed by their contractor.
6. No industrial or hazardous waste or storm water are allowed in ACSE Dept.'s sanitary sewer system.

New Structure Connection

7. The following is required when connection is being made to a **new structure**:
 - a) Follow all inside plumbing requirements of the Allen County Health Dept.
Contact information: 419-228-4457
 - b) Make application to receive Capital Permit and connection procedures from ACSE Dept.
8. The property owner or their contractor is required to call the ACSE Department 24 hours in advance to schedule completion of service tap in section 7, or have an inspection. Work by contractor shall be completed prior to final inspection.
9. The building service lateral for a single family dwelling shall be at least four (4) inches nominal inside diameter. The building service lateral for multi-family dwellings, commercial, industrial or public buildings shall be at least six (6) inches nominal inside diameter.

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10. The minimum slope for the service lateral 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. **All "Clean-outs" must be two (2) way clean out tees (Charlotte style 448 or approved equal)** to allow testing/cleaning/surveillance equipment access in either direction. Clean-outs must be six (6) inch for commercial and four (4) inch for residential and 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) in the road right-of-way.
 - d.) Types of acceptable pipe which can be used for laterals:
 - i) Polyvinyl Chloride (PVC) SDR 35 pipe meeting (ASTM D3034) and National Sanitation Foundation (NSF). Pipe shall be bedded with #57 stone to 12 inches above top, 4 inches below and 6 inches on each side of pipe.
 - ii) Polyvinyl Chloride (PVC) Schedule 40 pipe meeting (ASTM D1785 & D2625) and National Sanitation Foundation (NSF). Pipe may be laid on undisturbed, virgin soil.

Bored Connections Across Roadways – Use 6" seamless High Density Polyethylene pipe material.

Existing Structure Connection

11. In addition to the above specifications, the following is required when a connection is being made to an existing structure replacing an on-lot private system:
- a.) An inspection of the structures inside plumbing will be required by the Allen County Health Department prior to issuance of an ACSE Capital Permit. Contact information: 419-228-4457
 - b.) Make application to receive Capital Permit from the ACSE Dept.
 - c.) Disconnect building sewer from septic tank.
 - d.) Have the septic tank's contents removed by a licensed scavenger.
 - e.) Crack the bottom of tank, remove tank lid and fill the empty tank with a solid inert material (ex. earth or stone).
 - f.) Uncover building sewer to building drain for inspection of condition and material. The entire sanitary lateral shall be exposed.
 - g.) Plumbing waste lines and other drain lines within and outside the structure 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.

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Low Pressure Connection

12. In addition to the above requirements and specifications, please reference the "Installation Requirements for Low Pressure Pump System Connection".

No Existing Sewer Tap

13. The following is required in the event a service connection is not available on the County's sewer system:
- A determination will be made at the time of application for Capital Permit whether a service connection is available.
 - The property owner or their contractor will be required to excavate the area around the ACSE Depts. sewer to expose the area where connection shall be made on the mainline. Call the ACSE Dept. forty-eight (48) hours prior to when the tap is needed.
 - The ACSE Dept. will drill the opening on the mainline and install the proper T-saddle. The contractor shall connect to the T-saddle and complete service lateral installation to structure. **It is the responsibility of the property owner or their contractor to properly shore the excavation prior to departmental staff entering trench to complete tap.**

Sewer Lateral Repair

14. A Repair Permit is needed before any maintenance/changes can be made to an existing sewer lateral. The customer will have to obtain a permit and hire a private contractor to perform the work. **Installation of a new cleanout or replacement lateral will require the materials listed in #9 and #10.** Our inspector is required to see all work before it is buried.

Abandonment of Sanitary Service Lateral

15. Locate the sanitary sewer lateral in the road right-of way(utility work within the right-of-way requires a permit from the township).
16. Cut the lateral and cap it off with the appropriate material. The cap must be fully sealed and permanent.
17. The Inspector must see the finished work before it is buried.

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