



**Requested Service**

Required Utility Drawing Attached: [ ] Yes [ ] No Vacant Lot: [ ] Yes [ ] No Vacant Building: [ ] Yes [ ] No

Finished Floor Elevation: \_\_\_\_\_ Will/Does property have a basement? [ ] Yes [ ] No

Sanitary Sewer Lateral Request: [ ] New [ ] Existing [ ] Additional [ ] Re-connection \*

\* See attached instructions for additional details concerning re-connections under "Sanitary Sewer Lateral Request"

Size of Lateral \_\_\_\_\_ (in Right-of-Way from sewer main to cleanout at property line or easement line)

Pipe Material Type: [ ] PVC [ ] Ductile Iron [ ] Other \_\_\_\_\_

Estimated Depth of pipe at cleanout at the Property Line: \_\_\_\_\_

Does site have pre-existing sewer laterals in service? [ ] No [ ] Yes - Number of Connection(s) to property: \_\_\_\_\_

**Status of Right-of-Way:**

- Public Right-of-Way [ ] Yes [ ] No Note: A Work-In-Street Permit is required
- Permanent Easement required [ ] Yes [ ] No Is easement Recorded [ ] Yes [ ] No
- Plat attached to Permit Request [ ] Yes [ ] No
- Copy of Liability Insurance Provided [ ] Yes [ ] No

**Sewer Main Connections:**

[ ] New Sanitary Sewer Main: Size: \_\_\_\_\_ -inch (Provide a copy of the Sewer Construction Permit)

[ ] Use of Existing Public Sewer Main: Size: \_\_\_\_\_ -inch:

[ ] Sanitary Sewer Main [ ] Combined Sewer Main (attach pre and post development stormwater calculations)

Note: Separate connections are required for new sanitary and storm laterals

Depth of Main: \_\_\_\_\_ Utility Maps Sheet No.: \_\_\_\_\_ WISP # \_\_\_\_\_

For service requested addresses outside the corporate limits of the City of Richmond, provide the following:

City Public Sanitary Sewer: [ ] Yes [ ] No , County Sewer: County Name \_\_\_\_\_

**Environmental Impacts:**

If there are sewers that cross or enter any water body or have the potential to adversely impact wetlands, has a permit or approval from an official statewide program been issued to specifically address the project? [ ] Yes [ ] No

**Monthly Strong Waste surcharges shall apply when strong wastewater is discharged into the City's wastewater system that meets the following criteria** (City Code 106-587 to 106-590):

- TSS (Total Suspended Solids) in excess of 275 mg/l when concentrations of suspended solids exceed 275 mg/l, per hundredweight
- BOD (Biological Oxygen Demand) in excess of 250 mg/l, when the concentrations of BOD exceed 250 mg/l, per hundredweight
- No Fats, Oils or Grease (City Code 106-694) may be discharged into the sewer system which may cause obstruction or interference.

**Water Service Information:**

Is this a New or Change in Domestic Water Service to the building? [ ] New [ ] Change [ ] Reset  
(Please attach a copy of the Water Service Permit and a copy of the Department of Public Utilities paid receipt)

# of Water Meter(s): [ ] Existing - Quantity: \_\_\_\_\_ [ ] Proposed- Quantity: \_\_\_\_\_

Water Meter \_\_\_\_\_-inch: [ ] Existing [ ] Proposed Water Meter \_\_\_\_\_-inch: [ ] Existing [ ] Proposed

Water Service Billing Address if different than Premise address above: \_\_\_\_\_

**Certification**

I agree to pay all DPU charges for all work to be performed under this permit. I certify that the Owner understands that the charges for sanitary sewer services are based on the water service size and the number of water connections to the property. I certify there is no storm water connection to sanitary sewer. I certify that I shall be responsible for the all work performed under this permit. I certify that I will construct all public sanitary sewers or combined sewers in accordance with DPU standards, specifications and details.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Date

## **Sanitary Sewer Permit Application Instructions**

**Address** – Provide the following for the address:

Address Number – number assigned to property from assessor’s office  
Address – property’s street name  
Suffix, Apartment Number – additional address identifier information  
Zip Code – property’s zip code

**Nearest Intersecting Street** – Provide the nearest cross street from the property.

**Property/Building Use** – Select one description that best describes your building use.

**Construction Type** – Select one description that best describes your construction use. Site Redevelopment applies if the footprint of existing structure is changing; Building Rehabilitation applies if all construction work is confined to the existing structure; New Construction applies when there is a vacant lot or no demolish work is planned.

**Property Owner / Occupant** – Provide information on the property owner or person responsible for paying the monthly water service billings.

**General Contractor** – Provide the name of the contractor responsible for the overall construction on the property.

**Class A Contractor Installing Lateral** – Provide information on the contractor responsible for installing the service at the cleanout, connecting to the existing lateral, or extending the lateral and connecting into the public sanitary sewer main. This contractor shall possess a current Class A Contractor’s License.

**Contact Person** – Select person(s) that the permit reviewer may contact and ask questions regarding the submitted application.

**Requested Service** – Provide information on the sanitary sewer service connection to be provided or modified. Each sanitary sewer lateral will be charged a separate connection fee.

**Required Utility Drawing Attached** – Provide a drawing that shows the requested sanitary sewer service connection(s). This drawing shall be the same drawing used for the application of the Work-In-Street Permit (WISP), issued by the City Permits Office – Department of Public Works, for approval to cut the street and to install the sanitary sewer lateral in the public Right-of-Way. This drawing shall also be the same drawing used for the application of the Building Permit/Plumbing Permit, issued by the City’s Building Inspections Bureau, which shows the entire sanitary sewer line from the building on private property to the public sanitary sewer lateral proposed in the permit request.

**Finished Floor Elevation** – Provide the established final grade for the finished first floor for the house or the business where the sanitary sewer lateral exists the building.

**Sanitary Sewer Lateral Request** – Select one description that best describes the request:

- New – request for a new sanitary sewer lateral installation.
- Existing – request for use of an existing sanitary sewer lateral already connected to an existing property addressed in the application. Applicable to Site Redevelopment and Building Rehabilitation construction types only.
- Additional – request for an additional new sanitary lateral. Applicable to Site Redevelopment and Building Rehabilitation construction types only.
- Re-Connection – request for permission to reconnect to an existing lateral where property has been or will be demolished. Applicable to New Construction construction type only. The following applies to this request:
  - Lateral shall be PVC or ductile iron, 6” diameter minimal size.
  - The clean-out shall also be 6” minimum in size with a soil coverage of a minimum 4-ft.
  - One (1) lateral per clean-out is allowed; no branch or drop connections are allowed.
  - The applicant, at his cost, is responsible to CCTV (closed circuit television) the existing sanitary sewer lateral from the property line to the sanitary sewer main to provide proof that the existing lateral meets current City standards and is in a useable/satisfactory condition for reuse. A minimum 72-hour notice is required to DPU to witness the CCTV. A DVD of the CCTV inspection shall be provided to DPU prior to approval of the occupancy certificate.
  - DPU has sole authority to approve reconnection to sewer laterals.

**Size of Service Lateral** – Provide the size of the sanitary sewer lateral being requested. Minimum size is 6” diameter.

**Pipe Material Type** – Select the material for the lateral requested.

**Status of Right-of-Way** – Select one description that best describes where sewer connection will be made. All sanitary sewer connections shall be in the public right-of-way or in a legally recorded easement.

- Public Right-of-Way – installation in a public roadway that is maintained by the City of Richmond Department of Public Works (DPW). All work in the public right-of-way requires a Work-In-Street Permit (WISP) issued by the DPW.
- Permanent Easement – installation in private property not owned by the City of Richmond municipality. All easements must be publicly recorded and have a legal description and plat which identifies the exact location of the lateral on property within a boundary that is used for access, maintenance, replacement, and repair on the private property.

Regardless of selection, a copy of the contractor’s insurance shall be provided should the sanitary sewer lateral or main is damaged and requires repair during the 1-year warranty period. The 1-year warranty period commences after DPU acceptance of construction. The same insurance provided for WISP is sufficient

**Sewer Main Connection** – Select the one description that best describes which public sanitary sewer main the requested sanitary sewer lateral will connect.

- New – a new sanitary sewer main that will be installed as part of this project that the lateral will connect. A copy of the sewer construction permit shall be provided.
- Existing - use of an existing sanitary sewer main to connect to in the public right-of way or a Utility Easement dedicated to the City of Richmond.
  - Sanitary Sewer Main – a main used to carry sanitary sewer waste.
  - Combined Sewer Main – a main used to carry sanitary sewer waste and storm water runoff for the affected basin area. The following additional information is required for this connection:
    - Must provide pre- and post- development stormwater calculations for storm water run-off (to be performed by a licensed engineer).
    - Must indicate that sanitary and stormwater connections are separated.
    - Must indicate if sanitary sewer lateral crosses a body of water that is permitted by a different regulatory agency. If so, then the applicant is responsible for contacting and obtaining a permit from that agency, regulatory or governmental body.
- Depth of the Main – the depth of the sanitary sewer main the connection will be made.
- Utility Map Sheet Number – the DPU sanitary sewer utility map sheet where the main and lateral are located.
- WISP # - The DPW Work-In-Street Permit numbered issued by DPW that allows the contractor to disturb the street for installing the lateral.

**Environmental Impacts** – Provides criteria for which the City of Richmond will allow discharge into the public sanitary sewer system. An applicant may be denied discharging certain wastewaters into the sanitary sewer system that will affect the City’s capacity to treat. The City of Richmond DPU may require additional sanitary sewer appurtenances installed on the customer’s private property to mitigate the discharge of these wastewaters into the public sanitary sewer system.

**Water Service Information** – Provide the basis for which sanitary sewer connection fees and monthly billings are established:

- # of water meter(s) – the exact number of water meters existing and proposed to the address of the facility. Please state and list any multiple addresses for the same site or facility or building.
- Meter Size – size of the domestic or commercial water meter to the address or site.