December 11, 2020

SUBJECT: SEWER TAPPERS LICENSE RENEWAL FOR 2021

Dear Tappers,

I hope that this letter finds everyone well. MSD Development Services Branch has been busy in 2020 and ready to help you with a successful 2021.

As you may be aware by now, Anthony Palmore joined the Permit Section early in 2020. Anthony has worked in a couple different divisions at MSD and has very helpful knowledge about the operation and maintenance of the sewer system. His primary responsibility is to prepare Special permits for issuance.

Due to COVID-19 accommodations our office continues to work an altered schedule. On any given day there are only 2 staff members in the office instead of our usual 4. The other 2 are working remotely and there are limits to what can be accomplished. This means that our turnaround time on permits is a little longer. Please plan accordingly! In order to avoid delays in processing your applications, please make sure you submit a complete packet with all required items and plan for extra time to get the permit.

To renew your license for 2021 please be sure to apply with these items:

- Tappers Application completed for each individual that has passed the licensing test.
- Official bond form or continuation certificate.
- License fee of $170.

All licensing paperwork should be directed to:

Metropolitan Sewer District
Development Services Branch/Permits Section
1600 Gest Street
Cincinnati, Ohio 45204

We would like to remind you of several important items and policies:

- The tap-in-fees for 2021 are scheduled to be adjusted according to MSD Rules and Regulations Section 1215. The new fees will become effective on 1 January 2021. Enclosed is the 2021 schedule for your information. Any permit applications with tap-in-fees received on or before close of business 31 December 2020 will be processed at the current 2020 rate. All applications with tap-in-fees received after that date are to reflect
the 2021 fee schedule. Please contact Development Services at (513) 244-1330 to confirm the appropriate tap-in-fee prior to the submission of your application.

- In accordance with MSD Rules and Regulations, Section 1215 (B)(11)(c) a tap-in-fee is required when a plumber increases the domestic water meter size, with a credit given for the old domestic meter size, even when an MSD tap permit is not required. Please note that you are responsible to communicate to your client that an MSD tap-in-fee is necessary when a project requires additional domestic water. MSD receives notices from the water districts when new meters are purchased. There have been multiple instances of projects being held at the last minute due to a failure to pay this fee. If you purchase a meter for a project, PLEASE call Development Services at (513) 244-1330 to determine if a sewer fee is due. This will prevent delaying completion of your customer’s Certificate of Occupancy.

- You are required to have an MSD inspector ensure that construction is performed per MSD Rules & Regulations. Please have the trench, bedding and new pipe exposed for their inspection and perform the backfill over the pipe as per their direction. For permit inspection, please contact our Construction Field Office at 244-5537 between the hours of 7:00am and 9:00am. A representative from your company is to be at the job site when the inspection is performed to review and discuss any issues.

- Special permits are required from this office for all sewer tap repairs including sewer lining and pipe bursting projects. We understand some repairs are urgent and at times can be classified as an emergency repair. These applications will be handled with an equal sense of urgency and applications can be emailed to MSDTapPermits@Cincinnati-oh.gov

- MSD Rules & Regulations, Section 1213 indicates that MSD can charge additional inspection time for (1) return trips due to lack of expected progress, (2) emergency conditions necessitating immediate response and (3) abnormal working hours. In the opinion of the MSD Field Office, if the above construction situations occur, MSD will charge additional time and your company will be billed for special services of inspection time at a rate per hour. See the enclosed fee schedules regarding the rate per hour.

- Dry tap permits do not allow connections to structures. Please be sure that your general contractor and/or inside plumbing contractor are aware that a full permit MUST be pulled from MSD before a structure is connected to the dry tap. This may delay MSD’s approval of the final Certificate of Occupancy if the permit is not pulled and the work not inspected.
MSD Development Services Branch business hours are 7:30am to 4:00pm, Monday through Friday, excluding holidays. We are located at 1035 Woodrow St. 45204. Our phone number is 244-1330. Our email concerning permits and tap record information is MSDTapPermits@Cincinnati-OH.gov. Paperwork and payments can be left in the bin on the wall just inside our door during business hours when the outside doors are unlocked. Please be sure to call 244-1330 to let us know that you have made a delivery.

If you have any questions concerning the above, please contact Rob Kern, Permitting Supervisor Permit Section, Development Services Branch, at (513) 244-5588 or via email at Rob.Kern@cincinnati-oh.gov

Sincerely,

[Signature]

Tom Crawford, P.E.
Principal Engineer, Development Services Branch
Wastewater Engineering Division
Metropolitan Sewer District of Greater Cincinnati
513.557.7147

Enclosures

TC/rw/rmk

c: Bruce Crase, Hamilton County Building Department
   Raj Chunder, CAGIS
   Art Dahlberg, City of Cincinnati Building Department
   Ian Franke, City of Cincinnati Plumbing
   Lisa Humble, Hamilton County Plumbing
   Reese Johnson, MSD/CS
   Alice Oliver, MSD/WWE Construction Field Section
   David Raffenberg, MSD/WWE
   Jack Rennekamp, MSD/OOD
   Jenny Richmond, MSD/WWC
   Andy Rossiter, MSD/WWT
   Vanessa Smedley, MSD/WWA
   Ryan Welsh, MSD/WWE
   Tony Yee, MSD/WWE
   Field Office Ohio Valley
   Hamilton County Soil & Water
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