

Procedure to Apply for a Tap Permit

Dear Sir or Madam

I just spoke with you on the phone in regards to obtaining a permit to hook up a building to the main sewer lines. Below are the necessary items that are needed to apply for a permit

Case 1 : Converting a septic tank to the main sewer lines requires the following :

- 1.) Application – filled out
- 2.) A licensed tapper must take out the permit
- 3.) Availability permission from Shawn Patton (Unless the connection is being mandated by the Hamilton County Board of Health- Then availability will be automatic)
Mr. Patton can be reached at 244-1390 – it does expire after one year
- 4.) A notarized letter signed by the owner stating that the water meter will not be up-sized and that no ground water nor rain water will be entering the sewer system
- 5.) A site plan showing where the sewer tap will be located
- 6.) A permit to Abandon the septic system
- 7.) And If the tap/lateral is crossing other peoples property, an easement
- 8.) If there is no sewer that can not service the property without obtaining an easement,then an assessment waiver may be necessary before a permit can be issued
- 9.) The fee for the tap permit

In Case 2- This would be for new construction of a building:

- 1.) Application – filled out
- 2.) A licensed tapper must take out the permit
- 3.) Availability permission from Shawn Patton
Mr. Patton can be reached at 244-1390 – it does expire after one year
- 4.) A Building Permit (Combo) issued from the Municipality that the new construction is located in.
- 5.) A receipt from the Water Works department showing us the size of the domestic Water Meter
- 6.) A site plan showing where the sewer tap will be located
- 7.) And If the tap/lateral is crossing other peoples property, an easement
- 8.)The fee for the tap permit

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