

November 3, 2011

**SUBJECT: Sewer Tappers License Renewal For 2012
For The Metropolitan Sewer District of Greater Cincinnati (MSD)**

To Whom It May Concern,

This document has been revised to provide clarification to the permit process as well as reflect new information for the 2012 calendar year. A required Erosion Training Class has been scheduled this winter. Two dates are available for you to attend the three hour training session, January 3, 2011 or January 4, 2011. Both times are from 8:00 AM until 11:00 AM. The location for the training is here at MSD and the address for the building is 1081 Woodrow St, Cincinnati, Ohio 45204 (Room 106). Please call (513) 244-1330 to RSVP with the date you or an authorized representative from your company plan to attend. Please note, space is limited so RSVP as soon as possible.

This letter is to serve as a reminder that it is time to renew your annual Sewer Tapper's License for the year 2012 as well. In order to be licensed with MSD for the year 2012, the following items are to be completed and returned to:

**Metropolitan Sewer District
Attn: Ms. Angie Bradley
1600 Gest Street
Cincinnati, Ohio 45204**

- A check for **\$140.00**, payable to the Treasurer, City of Cincinnati.
- Official bond form (enclosed). Also note that the bond form, as well as other sewer tapper related forms can be found on the MSD website at the following link:
http://msdgc.org/customer_service/permits_records/
The bond application is interactive for your convenience. If MSD has a current bond, an original copy of a continuation certificate can be submitted instead of a new bond.
The **BOND AMOUNT** is **\$10,000.00** and must accompany your bonding company's current power of attorney.
- **The Sewer Tappers Application/Information Sheet.** The application is to list each person(s) that have passed the MSD test. **Their signature is required to be on the application.** If the application is not properly completed, MSD will return everything.

After MSD processes the three items above, a 2012 Sewer Tappers License will be sent to your company. Please note that it is extremely important to submit these items in a timely manner to prevent delays in the permitting process for the year 2012. Also, failure to renew your license within a two year period after the expiration date will result in a representative from your company having to retake the exam and receiving a minimum passing grade of 70%.

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

- The tap-in-fees for the year 2012 have been adjusted according to MSD Rules and Regulations section 1215. Enclosed is the 2012 schedule for your information. Please note that all tap permit applications with tap-in-fees received, on or before close of business, 12-31-2011 will be processed at the current 2011 rate. All applications, with tap-in-fees received after that date, are to reflect the 2012 fee schedule. There will be no exceptions.
- In conjunction with MSD Rules and Regulations, Section 1215, 10c 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 a MSD tap permit is not required. **Please note that you are responsible to communicate to your client that a MSD tap-in-fee is necessary when a project desires/needs additional domestic water.** MSD receives daily reports from Greater Cincinnati Water Works on the plumbers who purchase water meters. When this situation occurs, a MSD staff member will contact you and explain the tap-in-fees required and MSD will contact the Municipality's Building Department and hold final occupancy until the tap-in-fee is paid.

Also, failure to comply could result in revocation of your sewer tapper license.

- You are required to have a MSD tap inspector ensure that construction is performed as 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. Typically, the sewer pipe material for 6 inch or larger sewer taps is PVC SDR 35. Minimum slope is 2 percent. **The sewer contractor should not be working on sewer installation unless a permit is issued and a sewer inspection has been scheduled.** For permit inspection, please contact our Field Office at 244-1369 between the hours of 7:00 am and 9:00 am. Also, 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 and sewer tap abandonments (plug and seal) in Hamilton County under MSD jurisdiction. We understand some repairs are urgent and at times can be classified as an emergency repair. These applications will be handled with a equal sense of urgency and can be faxed to us at (513) 244-1327 or if you prefer, an electronic application can be completed at the following link:
http://msdgc.org/downloads/permits_records/sewer_tap_application.pdf
Please note that the MSD permit and inspection is required to assure proper repairs are performed and to document location information for present and future property owners, as well as continuing to ensure environmental water quality is not adversely impacted by leaks in the pipe. Also, MSD permits are required for building sewer lining and pipe bursting projects.
- MSD Rules and Regulations and Standard Construction Drawings are available for review on the MSD web site at, http://msdgc.org/downloads/standard_drawings/. Copies of the Standard Construction Drawing booklet are available for purchase at the MSD, Tap Permit/Customer Service Counter for a cost of \$8.00.
- Building construction requires many other permits. Some delays in the MSD permitting process are caused by the applicant not having the required paper work. Please note that the sequence for permit processing regarding sewers is:
 1. Building Permit
 2. Street Opening Permit (if necessary)
 3. Water Works branch/meter receipt
 4. MSD permit
 5. Plumbing Permits. MSD permits cannot be issued until the previous permits/receipts have been provided.
- Grease deposits from various business/building operations are a well known hazard that can cause a variety of problems if the grease traps are not adequately sized, installed and maintained. Commercial property such as restaurants and motor vehicle service companies may require a grease trap meeting MSD standards. A Division of Industrial Waste review is required for such

companies to determine whether this grease trap will be required. The links to the applications and standard drawing of the grease trap are:

http://msdgc.org/downloads/iu_forms/sewer_use_customer_application.pdf

http://msdgc.org/downloads/iu_forms/food_service_ops_form.pdf

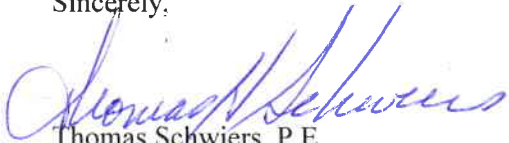
http://www.msdgc.org/downloads/standard_drawings/60870.pdf

Questions regarding the DIW review process can be directed to Greg Doherty at (513) 557-7017.

- 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. Examples include, installing over 250 feet of 6 inch sewer and sampling and gauging manholes.
- A septic abandonment permit is required from the Hamilton County General Health District prior to MSD issuing a permit for the conversion to sewer service.
- MSD has a new standard for a two-way cleanout per Accession No. 49047 which can be found at the following link:
http://www.msdgc.org/downloads/standard_drawings/49047.pdf.
- **MSD Development Services business hours are 7:30am to 4:00pm, Monday through Friday, excluding holidays.**

If you have any questions concerning the above, please contact Jeff Zistler at 513-557-7113 or Angie Bradley at 513-244-1331.

Sincerely,



Thomas Schwiars, P.E.

Interim Sewer Chief Engineer

Division of Project and Business Development

TS/jz

Enc;

Cc: OOD, PD, WWA, DIW, WWC, WWT, SMU, Solicitor's Office, H.C. Plumbing, City Plumbing, Field Office, Ohio Valley Development Council (HBA), 415 Glensprings Dr. Cin. Oh. 45246, PHCC of Ohio, 18961 River's Edge Dr., Chagrin Falls, Oh. 44023, CAGIS, Ham Co. Bldg. Dept, City Permit Center, H.C Soil & Water

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