November 1, 2019

SUBJECT: Sewer Tappers License Renewal For 2020

To Whom It May Concern,

I hope you have all had a good year! It’s now time to begin preparing for 2020. In order to pull MSD tap permits you need to renew your tappers license. In order to renew please send us the following items:

1. Tappers Application, completed for each individual that has passed the licensing test.
2. Official bond form or continuation certificate.
3. 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

2020 will see the retirement of Jack Dudley and Angie Brady. Jack has been a huge help the last few years, and Angie has been processing your permits for nearly 20 years now. We wish them both well and will miss them.

In light of that, please keep in mind that your communications with Development Service/Tap Records will be best accomplished through our main number 244-1330 or group email MSDTapPermits@Cincinnati-OH.gov. Jack retires effective 1 January 2020 and Angie will follow him on 1 February 2020. There will be no one monitoring their email addresses or phone messages after those dates.

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

- The tap-in-fees for 2020 are scheduled to be adjusted according to MSD Rules and Regulations Section 1215. The new fees will become effective on 1 January 2020. Enclosed is the 2020 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 2019 rate. All applications with tap-in-fees received after that date are to reflect the 2020 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 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 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 MSD to determine if a sewer fee is due!! Holding up your customer’s Certificate of Occupancy for a surprise sewer fee is not good for your business.
• You are required to have a 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 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 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.

MSD Development Services 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 is MSDTapPermits@Cincinnati-OH.gov.

If you have any questions concerning the above, please contact Rob Kern, Permitting Supervisor, at (513) 244-5588.

Sincerely,

Pat Arnette, P.E.
Deputy Director of Engineering
Metropolitan Sewer District of Greater Cincinnati

PA/rmk/tc
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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