



NORTHWESTERN  
**THE DISTRICT**  
WATER & SEWER

**NORTHWESTERN  
WATER & SEWER DISTRICT**

**TAPPING PROCEDURES  
&  
REQUIREMENTS**

**Revised March 2018**

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**RULES AND REGULATIONS**  
**OF THE**  
**NORTHWESTERN WATER & SEWER DISTRICT**  
**12560 Middleton Pike**  
**Bowling Green, Ohio 43402**

**RESOLUTION**

**WHEREAS**, This Board deems it necessary to make rules and regulations pursuant to section 6119 of the Ohio Revised Code, for the construction, maintenance, protection and use of sewer or sewer improvements in Wood County and in all other territories under the jurisdiction of the Northwestern Water and Sewer District (“District”) Board of Trustees including the establishment of connections; therefore, be it

**RESOLVED**, by the Board of Trustees of the District that the following rules and regulations be adopted for the construction, maintenance, protection and use of all sewers or sewer improvements in Wood County and in all other territories under the jurisdiction of the District, including the establishment of connections.

**RULE 1.**

That no house sanitary sewer shall be constructed to connect with a public sewer nor shall any connection be made to a public sewer with the District in Wood County, Ohio, until the written permission of the District has been obtained by the person, firm or corporation employed to perform the work. An application for a tap permit shall be signed by the owner or agent of the property for which the connection is to be made and by the person, firm or corporation employed to perform the work, and must describe the property to be connected. All required sanitary sewer fees in effect must be paid before a permit will be issued by the District.

**RULE 2.**

The charge for a building sewer permit will be \$275.00 which covers the cost of four (4) hours of inspection plus trip costs. Inspection required past the initial four (4) hour period will be paid at current rates listed in our fee schedule. All sewer permit and inspection fees will be paid to the Northwestern Water & Sewer District. All building sewers will be constructed by a tapper licensed by the District. All inspection after normal working hours, Saturday, Sunday and Holiday inspections are 1 ½ times the current hourly rate listed in our fee schedule.

**RULE 3.**

Repair permits shall be required for all repair work performed by the sewer contractor except cases where excavation is not necessary. In the case of stoppages, it shall be the duty of the sewer contractor to uncover the riser, tee or wye, if the property is on the same side as the main sewer. When the property is on the opposite side, the end of the crossover shall be uncovered to determine where the trouble lies. If the stoppage is found to be either in the main line or in the crossover, the sewer contractor shall notify the District immediately, and the District will make the needed repairs. The cost of the repair permit will then be returned to the sewer contractor. If the stoppage is located anywhere else in the line, it shall be the duty of the owner to repair it at his/her own cost and expense. Repairs shall be done by a tapper licensed by the District.

**RULE 4.**

A permit shall be obtained from the District before the plugging of an abandoned building sanitary sewer. The charge for this permit shall be \$100.00 and must be paid at the time of obtaining the permit. Work by a licensed contractor must be completed as soon as possible.

**RULE 5.**

Whenever a building's sanitary sewer is taken out of service (for example demolition of a building), the building sewer shall be plugged at the right-of-way. The excavation and plugging shall be under the observation of the District. Forty-eight (48) hours prior notification shall be given to the District before plugging of the building sanitary sewer and shall be done by a tapper licensed by the District.

**RULE 6.**

All sewer or sewer improvements that have been constructed or hereinafter constructed by the District shall be for sanitary sewerage only and shall include all sewers or sewer improvements for main sanitary drainage or local sanitary drainage in the District now established by the Board and approved by the State Board of Health. All sanitary sewage shall be discharged into said sanitary sewer without passing through a private sewage treatment device or devices. Whenever a sanitary sewer is made available, the sewage treatment device or equipment on adjacent property shall be abandoned as required by the rules of the Wood County Health Department and the sanitary sewage shall be discharged directly from the building to the sanitary sewer according to construction specifications of the District to a point three feet (3') from the outside wall of the building foundation where there will be a water-tight clean out installed. In no case shall sanitary sewage be discharged into a storm sewer. Any other public or private utility service structure or line shall be maintained at a minimum of a five foot (5') horizontal clearance between said sanitary sewer and said utility except for waterline installations. Waterlines shall be maintained at a ten foot (10') minimum horizontal clearance unless written approval is secured by the contractor from the District. No other utilities will be permitted in the same trench as the sanitary sewer.

**RULE 7.**

No person, firm or corporation, shall construct or cause to be constructed any storm water connections, in any drain or pipe line, connected with or intended to be connected with any sanitary sewer or sewer improvement set forth in Rule 6 hereof.

**RULE 8.**

Only persons, firms or corporations approved by the Board of the District shall be permitted to construct building sewer lines and sewer connections as outlined in Rule 6, and shall obtain a yearly license therefore, and shall further obtain a permit for the construction, repair, abandonment or excavation of any building sewer lines and sewer connections as outlined in Rule 6, from the District.

**RULE 9.**

No permit shall be deemed to authorize anything not stated on its face and any misrepresentation by the sewer contractor, if the same appears to be willful, will subject the offender to a revocation of his license, after a hearing before the Board of the District.

**RULE 10.**

Said sewer tappers' license shall be approved and signed by the Executive Director and the District's Engineer and shall expire on the 31<sup>st</sup> day of December of the year in which it was issued. This license may be revoked at any time by the Board of the District for any violation of the regulations governing sewer contractors.

**RULE 11.**

New sewer tappers are required to pass a test when application for license is made and also pay a \$100.00 application fee. The test only needs to be taken once, as long as the license is kept current. The sewer tapper shall take out and maintain a bond or continuation certificate of bond for \$25,000, and certificate of general liability insurance, showing the Northwestern Water & Sewer District as the certificate holder. The license is valid for the calendar year in which it was obtained. The license may be renewed annually by sending \$25.00 with the proof of insurance and bond or continuation certificate.

**RULE 12.**

Rough plumbing shall be in place and approved by the Wood County Building Inspection Department prior to commencing any part of the sewer connecting the building or house to the District sewerage system.

**RULE 13.**

No sewer contractor will close any street or highway on any public or private property without first receiving written permission from the Wood County Engineer, city, township and/or other proper authorities.

**RULE 14.**

The District must be notified forty-eight (48) hours before the tap and inspection is to be made. All notifications of this kind shall include the permit number and the location. The permit shall be in the possession of the inspector before a tap is started.

**RULE 15.**

The District or any person authorized must be permitted at all times to inspect all work, material and fixtures.

**RULE 16.**

The District cannot guarantee the exact location of any wye, riser or crossover, as all measurements are approximate. In the event a connection such as a riser, wye, or tee is not provided in the line to connect, the sewer contractor shall spring-in a wye, tee or install a saddle on the existing line, unless written permission is granted from the District to do otherwise. In the event new construction requires a new tap and road crossing for sewer connection, all cost for the connection is to be paid for by the property owner or permittee.

**RULE 17.**

All material used shall be new, of first quality and acceptable to the District's Engineer, in accordance with the current standard construction specifications of the District.

**RULE 18.**

The sewer connecting the house or building to the District sewer shall be constructed of a six-inch (6") pipe or larger, of PVC material (in most instances) ASTM D3034-SDR 35, or other material acceptable to the District Engineer. Each residence must be independently connected to the District Sewer. However, if approved through a PUD, a wye is permitted at the property line between two (2) adjacent parcels.

**RULE 19.**

Pipe joints shall be "premium joints" or other material approved by the District. The connection at its junction with the sewer shall be well and solidly supported so that the weight of backfill will not settle the pipe. House connections shall in general be above and near the spring line of the sewer, never in the top of the sewer. House connections

may be permitted into manholes but only on approval of the District and in accordance with the current standard construction specification of the District.

**RULE 20.**

Any sewer contractor, before making connection to any wye, tee or vee, shall uncover both appurtenances to same to ascertain the condition. No header shall be removed nor any pipe laid before the sewer inspector is on the job. Sewer contractors shall always lay the pipe starting at the connection to the main sewer with a six inch "T-wye" and the necessary premium joint riser pipe to a point six inches (6") below the proposed finish grade with an approved premium joint plug or cap.

**RULE 21.**

Sewers must have a gradual fall of not less than 1 foot per 100' length from the building to the sewer, with no sharp breaks in the grade. Change in direction must be made with a 22° bend, 45° bend or wyes with a minimum of one foot (1') of pipe between fittings. 90° bends will not be permitted. The plumbing contractor must have completed his/her rough work and extended the schedule 40 PVC pipe at least three feet (3') beyond the outside wall. At this point, the sewer contractor shall install a joint adaptor, similar and equal to adaptors as manufactured by the Fernco Joint Sealer Company, to adapt the PVC or cast iron structure sewer to the service sewer. Upon completion of the connection to the schedule 40 PVC or cast iron pipe, the sewer contractor shall install the necessary premium joint riser pipe above a "T-wye" at the sewer connection to a point six inches (6") below the proposed finished grade with an approved premium joint plug or cap.

**RULE 22.**

Pipe must be laid in a trench carefully made, with bottom trimmed to a perfect grade, and must have depressions for pipe joints, so that each length of pipe shall be evenly supported throughout the entire length. The interior of each length is to be made perfectly clean and free of foreign material before the next length is laid down. Pipe must be bedded in 6" of #67 or #8 stone under and 6" of #67 or #8 stone over. If a basement tap is made and there is a ground water problem, the contractor will be allowed to dam with clay dirt one section of pipe 13' anywhere on 6" service run as long as it is 10' from the house.

**RULE 23.**

Sewer contractors must use care not to break any tile pipe sub-drainage in street foundations and they shall restore the sub-drainage in as good of condition as found.

**RULE 24.**

At all joints where house connections pass under another sewer or drainage pipe, the sewer passed under must be supported by substantial brick or concrete masonry and extra precaution will be required in backfilling and tamping the trench in order to avoid any danger of a break, settlement or crack in the sewer passed under.

**RULE 25.**

The sewer contractor must backfill and tamp the trench in six-inch (6") layers to a level with the former grade in streets and alleys in cases where they are not improved. Where streets and alleys are paved, it will be necessary to make backfill with a granular material, number 411 or number 304 berm. Said granular material must be placed in six-inch (6") layers and tamped or flooded, to 95% standard proctor.

**RULE 26.**

All sewer contractors must enclose any opening which he may make in the public streets or alleys with sufficient barriers, must maintain electric flasher lights at night, take all other necessary precautions to guard the public against all accidents from the beginning to the end of the work, and will be issued a permit on the condition that he/she is to be held responsible for all damage that may result from his neglect or any and all reasonable precautions against injury or damage to persons, vehicles, or property of any kind. Braces and shoring must be used in trenches to prevent caving. The entering of manholes, sewers and tap connection are susceptible to confined space permitted areas. The sewer contractor shall comply with all OSHA safety procedures in accordance with their company.

**RULE 27.**

Trenching through paved roads, streets and alleys will only be permitted in cases where it is not feasible to make crossing by boring or tunneling. Where the trench method is used, the backfill must be made with a granular material, preferable number 304 berm. The backfill must be well tamped and to a compaction which meets the approval of the District agent. Where open cuts are permitted, it will be necessary to make the backfill with the same type materials as referred to above, and placed in layers of not more than six inches (6") and tamped with a mechanical tamp or flooded to complete inundation. After the backfill is thoroughly compacted, it will be necessary to replace the pavement with the same type of materials as were removed, and in no case, shall substitute paving materials be used without first securing the approval of the proper authority. All surplus excavation must be removed from the site, leaving the berms and pavement substantially the same condition as it was before construction was started. The time limit allowed for the completion of the work will be specified when the permit is granted. All work must comply with the standard specifications of the Ohio Department of Highways and the Wood County Engineer, or other proper authorities.



**RULE 28.**

The sewer contractor shall be required for a period of one (1) year after the completion of the work, to make all necessary repairs.

**RULE 29.**

If any sewer contractor shall neglect or refuse to comply with the rules and regulations herein set forth, within twenty-four (24) hours after receiving written notice from the District, the District will proceed with the work, and the cost involved will be charged to the sewer contractor or his/her surety. In cases where it is necessary for the District to proceed with the work, no further permits will be granted to the sewer contractor until he/she has satisfactorily complied with the orders of the District and/or the County Engineer or completely reimburses the District of any costs involved.

**RULE 30.**

Whenever any person or persons, either for themselves, or as the contractor, architect, engineer, trustee, director, officer, agent or employee of any person, firm or corporation, violates any of the rules and regulations above provided for herein above or obstructs or interferes with the execution of such orders or any such order, or willfully or illegally omits to obey any such order, such person shall be liable to a fine of not exceeding One Hundred Dollars (\$100.00), as provided by law of the Ohio Revised Code.

## **WOOD COUNTY HEALTH DEPARTMENT SEPTIC TANK ABANDONMENT**

Septic tanks must be abandoned under permit in either of the following conditions:

1. As a part of tapping into an available sanitary sewer.
2. As a part of replacing an existing sanitary sewer system.

In both cases, a permit is required, however, in the first case an individual septic tank abandonment permit is required for each property (even if it has more than one tank). In the second case, the District or the County Health Department sanitarian should make the required abandonment a part of the new construction or alteration permit issuance conditions and not require two separate permits.

Inspections are either completed by the sanitarian or under contract by a controlling authority. For example, the County Health Department has a contract with the District office to inspect the abandonment of septic tanks while they are inspecting the sanitary sewer tap. For this, we give their office a portion of the septic tank abandonment permit fee, or allow them to set this fee.

The procedure to abandon septic tanks is clearly printed on each permit, and includes:

1. Uncover the entire top of the tank(s).
2. Have the tank(s) pumped out and the waste properly disposed of by a licensed hauler.
3. Break in the top of the tank completely.
4. Completely tear out one wall of the tank top to bottom or break the bottom of the tank so that it will not clearly hold liquids.
5. Spread a bag of lime over the inside of the tank.
6. Fill the tank completely to grade with clean earth or the contractor may fill the tank with gravel and cover the tank with earth.

Engineer's procedure: Fill tank to within 18 inches (18") of grade with granular material (such as berm stone or number 6 stone) finish to grade with dirt.

In a few rare cases, the question may arise if the tank can be removed and used or sold? The basic answer to this question is yes. However, we try to discourage it. In these cases, an abandonment permit is still required and the cost of removal and the real risk of breaking the tank will exceed the cost of buying a new tank. In all cases, the tank may not be reinstalled anywhere without a permit.

## **NORTHWESTERN WATER & SEWER DISTRICT**

### **SANITARY SEWER MANHOLE CONSTRUCTION**

1. Manholes shall be of precast concrete construction with rubber O-ring joints.
2. Bedding for manhole base shall be number 6 stone.
3. Backfill around manholes shall be number 304 berm when within five feet (5') of roadway pavement, other locations the manhole may be backfilled with finely divided earth.
4. New manholes constructed on the District's system shall have an internal/external seal between the casting and top manhole section such as Flex-Seal or Wrap-id Seal.
5. All inlets and outlets through concrete walls shall be cored and pipes shall be secured with approved rubber boots.
6. Sewers entering the manhole above 30-inches (30") from the invert, shall have a drop pipe connected to within one foot (1') of the invert and a 22 ½" or a 45-degree elbow directing the flow downstream. The drop pipe shall be secured to the manhole wall with stainless steel clamps and anchor bolts. (See drop manhole drawing).
7. Manholes located in pavements shall have an external concrete collar poured in place 12" diameter on the outside of casting, full depth to top section of manhole. Top section of manhole means dome section and not adjusting rings. Manholes shall be level with pavement and not cause traffic hazards.

## **ROAD BORES AND DITCH CROSSINGS**

1. All bores must be approved in writing prior to beginning work.
2. An approved drawing shall be submitted for each bore, with the bore length and depth, plus any other pertinent information.
3. If a permit is required by the city, township, county, or state a copy of the permit shall be attached to the proposed bore plan.
4. To open cut a road crossing, a permit must also be secured from the city, township, county or state.
5. If a sanitary sewer and/or waterline crosses a ditch, the sewer shall be located four feet (4') below the clean-out bottom of the ditch, and have six inches (6") of concrete placed above the pipe.

**INSIDE DROP MANHOLE SKETCH  
[SEE SEPARATE .PDF FILE]**

**Sanitary Sewer Service-Elevation View**  
**[SEE SEPARATE .PDF FILE]**

**NORTHWESTERN WATER & SEWER DISTRICT  
OVERTIME AGREEMENT**

All inspections after normal working hours, Saturday, Sunday, and District-recognized Holidays are 1 ½ times the hourly rate which currently is \$78.00.

Date: \_\_\_\_\_

Permit No.: \_\_\_\_\_

Total Overtime Hours: \_\_\_\_\_

I agree to the above hours/charges.

Contractor: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Inspector: \_\_\_\_\_