

Sewer Tap Permit Application Instructions

Welcome to the new MSD Sewer Tap Permit application. This new format is intended to serve as a checklist for required items on each type of job for which we issue permits. Please ensure that the application is complete and all required items are available before you submit to MSD. A correct and complete application packet will allow us to process your permit faster and keep your job moving forward.

Your cooperation will keep everyone moving faster.

Complete the first section with the address of the work, the owner's name, and the tapper's information. These fields are all required. If you don't know your license number, call us and we'll look it up for you.

Example from Sewer Tap Permit Application

Project Address: <u>1234 Your St.</u>	Date: <u>11-28-xx</u>	TIP Complete the tapper information and then save this PDF to your computer for future use as a template.
Property Owner: <u>John Smith</u>		
Licensed Tapper: <u>Tim Tapper</u>	MSD License #: <u>MT 00045455</u>	
Tapper email/fax: <u>tim.tapper@gmail.com</u>	Tapper Phone: <u>513-577-7188</u>	

The second section will be completed based on the type of work you are doing. Below each highlighted heading is a checklist of items typically required for that particular job. Determine the appropriate heading and then check off the items as you get them together.

Screenshot from Sewer Tap Permit Application

New Construction / Connection

Building Permit #: _____ Site Utility Plan

Water Meter Documentation - Size: _____ Sewer Tap Permit Fee: \$ _____

Repair / Replace / Extend / Modify / Cap

Description of Work _____

Length of Repair _____

Septic-to-Sewer Conversion

Site Utility Plan Meter Size Documentation

Clear Water Affidavit Sewer Tap Permit Fee (Residential): \$480

Septic Abandonment Permit Sewer Tap Permit Fee (Commercial):
\$ _____ meter size: _____

Dry Tap

Building Permit - Permit #: _____ I understand that no connection to the structure is allowed under this permit. A full application and sewer tap permit fee are required for final connection. Initials: _____

Site Utility Plan

Storm to Combined

Site Utility Plan Building Permit - Permit #: _____

DRY TAP NOTICE

Dry taps must end no closer than 5 feet outside the structure. No connection to the building drain is permitted under a dry tap. You may be held responsible if a connection is completed without a proper connection permit.

Note that dry taps require your acknowledgment that a connection to the building is not allowed yet.

Communicate this to your client, as you could be held responsible if the connection is completed without the proper permit.

The third section covers additional information may be required by site conditions. If you question whether any of these come in to play, please call us and ask before applying for the permit.

Screenshot from Sewer Tap Permit Application

Additional Submittals

- | | |
|---|--|
| <input type="checkbox"/> Street Opening Permit | <input type="checkbox"/> Plumbing Permit for Pumped Laterals |
| <input type="checkbox"/> State Street Permit | <input type="checkbox"/> FOD for Abandoned Meter |
| <input type="checkbox"/> Easement/Maintenance Agreement | <input type="checkbox"/> Availability Approval #: _____ |

Once you have completed the application and assembled the required documents, click the red “Save & Email” button at the top.

This will start an email message addressed to MSD. You can then attach the completed form to the email.

You can add additional attachments like site plans and water meter receipts to the same message, as well as save a copy of the application for your own records.

*Please do us the courtesy of adding the project address to the subject line or message text. This makes it possible to search for the email by address should we need to find it later.

KEY POINTS

- Complete all fields at the top of the form
- Check items for your job and include required items with your submittal
- Complete applications mean that all applications are processed faster

Help Us Help You!