



CITY OF NORTH RIDGEVILLE

Randall Speidel, Assistant to the Engineer

Ph: 440-353-0716 Fax: 440-353-0823

Email: rspeidel@nridgeville.org



May 30, 2008

EXISTING PROPERTIES REQUESTING CITY WATER CONNECTION

CITY OF NORTH RIDGEVILLE WATER TAP-IN PROCEDURE

PLEASE READ CAREFULLY

Step 1. You will request an application through the Building Department for permit to tie into the City water system. With information you provide the Building Department, will fill out initial portions off the application include but not limited to your frontage of the property, the zoning district of your property, size of tap requested, etc.

Step 2. In most instances, your property is currently supplied by either a drilled well or installed cistern system, or both. In either case, you will be directed to make an appointment with the Engineering Department (Assistant to the Engineer) to evaluate the current water system being used. You then will be guided through the steps listed below for backflow protection requirements necessary to eliminate cross connection possibilities. Attached is list of contractors licensed, bonded, registered and certified to perform the work and install and test backflow devices. If you wish to proceed with the process, inform this office and the next step will be activated.

Note: The property owner is responsible for all costs associated with the backflow process.

Step 3. Your application will then be processed through the Utilities Department for the calculation of the tap-in fee amount. Note: The permit fee listed on the Utility Tap-In form covers ONLY the inspection for the plumbing and construction from the curb stop connection to the house. There is a fee of \$31.00 required by the Building Department for the inspection of the meter set inside the house.

Step 4. The Utilities Department will contact you when the tap-in fee calculations are complete. At the time you come to pay your water tap-in fee, you should also go to the Building Department and the \$31.00 fee as listed in Step 3.

Step 5. You will then choose and hire a contractor if you haven't already for the work. (They must be currently registered with the City of North Ridgeville. The Contractor is responsible for contacting the Ohio Utilities Protection Services (OUPS) at 1-800-362-2764 in order to have the area checked before digging underground utilities. **THIS IS A "MUST DO" PRIOR TO ANY DIGGING ON YOUR PROPERTY.**

Step 6. Your contractor will dig a trench shortest distance from curb stop to most convenient point of entry into your house. City Ordinance requires COPPER WATER LINE WITH COMPRESSION FITTINGS TO BE INSTALLED. No other connection is authorized without expressed permission of the Chief Building Official. Once this connection has been made, you are required to call this office for an inspection on the trench line installed; a 24 hour notice is required.

Warning: contractor may not close in trench line prior to this inspection or they will be required to dig it back up.

Step 6a. You may now install the plumbing into the house with the following requirements:

- 1.) The incoming pipe must be affixed to a wall by way of pipe hanger or adequate fastener for rigid connection.
- 2.) Following last above step: For a typical $\frac{3}{4}$ " tap-in "there must be a $\frac{3}{4}$ " shut-off valve" installed to both the feed (incoming side) and the discharge (house plumbing side) of the meter with proper connection ($\frac{1}{2}$ " female required) to mate up with the male sides of the $\frac{1}{2}$ " meter connection.
- 3.) A 12" space must be maintained between the incoming connection set up and the house side connection set up.
- 4.) If a backflow device is required, the meter set and backflow device must be no less than 12" off the ground.
- 5.) Call the Building Department at (440) 353-0822 for inspection of meter set plumbing installation; a 24 hour notice is required for appointment.
- 6.) Only if required by the Engineering Department, can you install the backflow device (RPZ only) to the immediate discharge (house plumbing side) of the new meter. The thermal expansion tank (also needed) is to be installed to the cold feed side of the hot water tank. The RPZ needs to be tested by a Certified Backflow Testing Company (most established plumbing companies have a staff member able to conduct this test.) (See attached list of plumbers.)

TEST RESULTS MUST BE TURNED IN TO THIS OFFICE PRIOR TO TURNING ON WATER.

Step 7. At this time, it will be necessary to abandon the well/cistern connection you currently have in your home- from your home. (This is an Ohio Department of natural Resources and Ohio Department of Health requirement.

Step 8. NOTE: YOU HAVE A COUPLE OF OPTIONS AT THIS TIME:

a) You may maintain the well connection on the property for outside landscaping and uses "but you must" sever from the house and any other city water connections on the property.

b) You may have the well/cistern eliminated from the property completely and permanently by dismantling and removing ALL PLUMBING, PUMPS, AND, FILTERS from the property and you must contact Mark Smith from the Lorain County Health Department at (440) 322-6367.

If you choose option A: (Follow Step 6 above) YOU ARE REQUIRED TO INSTALL A BACKFLOW DEVICE to the discharge side of the new water meter and install a thermal expansion tank to the cold feed side of your hot water tank.

If you choose option B: (Skip Step 6 above) you do not have to install backflow prevention device. However, you must contact the Health Department at the number listed above for the procedures required for dismantlement and for the inspection requirements set forth by them.

ANY FURTHER QUESTIONS PLEASE CONTACT THIS OFFICE ON (440) 353-0716 OR (440) 353-0842, OR FAX NUMBER (440) 353-0823 OR CORRESPONDENCE TO 7307 AVON BELDEN ROAD, NORTH RIDGEVILLE, OH 44039.

File:/N:\MASTERS\Req city water connection proc 2_ 5_08.doc