SUBMITTAL REQUIREMENTS

A permit is required from the Engineering Division for the following types of permits:

- Waterline installation or repair/replacement from the building to the city's main
- Sanitary sewer installation or repair/replacement from the building to the city's main
- Storm sewer connection to the city's main
- Installation of a French drain and/or yard drain
- Installation/replacement of a sidewalk and/or apron not associated with a new home
- Change of grade
- Demolition of a building
- Installation of a culvert or ditch enclosure
- Tree clearing (1 acre or more)
- Building projects including the installation of additional utilities

Applications should be submitted with plans including the following information:

- A plot plan showing the location of the structure on the property, including lot lines, setbacks and drainage.
- Materials proposed, showing spacing, height, depth, etc.

REVIEW PROCESS

Allow at least three weeks for processing of your application. The applicant will be notified when plan review is complete and what the fees are.

GENERAL REQUIREMENTS

All permits issued by the Engineering Division shall comply with the following requirements:

- City standards shall be met.
- All earth disturbing activity requires erosion and sediment control measures to be installed.
- No construction debris or material is to be stored on the roads and no mud shall be tracked onto any city road.
- No pipes or structures are to be installed in an easement without proof of approval from the easement holder.
- No street openings are allowed without approval from the City Engineer.
- All excavating and grading work shall be placed back to the existing grade. Any changes to grade must be approved by the City Engineer.
- No recycled stone or slag may be placed in the right-of-way or under a driveway, apron or sidewalk.

WATER TAP REQUIREMENTS

A separate permit will be issued for all water taps to the city main and the fees will be calculated during the review process.

- All service connections shall be k copper pipe.
- Minimum buried depth is to be 3.5 feet.
- A vault is required for structures greater than 200 feet from the centerline of the roadway and is to be installed near the right-of-way per city standards. Only structures more than 200 feet from the

centerline of the roadway may use 200 psi plastic pipe approved for potable water with tracer wire, provided the last 50 feet of connection to the structure is k copper.
- An inspection for visual leak on the charged line or static pressure test for 5 minutes is required.
- Only one water source is to be connected to the house. All other water supply lines must be cut and capped per city requirements. If a well is not being used, it shall be abandoned per the Lorain County Public Health procedures.

SANITARY SEWER REQUIREMENTS (NEW CONNECTIONS)

A separate permit will be issued for all sanitary sewer taps to the city main and the fees will be calculated during the review process.

- All service laterals are to be a minimum of 6 inches in diameter.
- Material is to be gasketed SDR 35 with approved backfill.
- All service taps on main lines shall be cut in wyes unless approved by the City Engineer.
- Trench must be left open until the pipe, pipe joints, backfill and connections have been inspected.
- If installed on a lot with an existing connection, the pipe from the connection to the main shall be checked for structure integrity and functionality prior to permit issuance.
- Sump pumps and downspouts may not be connected to the sanitary sewer.
- Approval and inspection by the Lorain County Public Health is required for septic tank decommissioning.

SANITARY SEWER REQUIREMENTS (REPAIR/REPLACEMENT)

- All connections on plastic pipe are to be gasketed solid plastic pipe, including couplings.
- Couplings on pipes other than plastic shall be stainless steel Ferncos (strong backs)
- All service taps on main lines shall be cut in wyes unless approved by the City Engineer.
- Trench must be left open until the pipe, pipe joints, backfill and connections have been inspected.
- If an existing cleanout is not provided, a tee-type cleanout must be installed.
- If installed on a lot with an existing connection, the pipe from the connection to the main shall be checked for structure integrity and functionality prior to permit issuance.
- Sump pumps and downspouts may not be connected to the sanitary sewer.
- For homes without access to city sanitary sewer, approval from Lorain County Public Health must be submitted for an approved septic system.

STORM SEWER REQUIREMENTS

- Material shall be SDR 35 gasketed pipe or approved by the City Engineer.
- All connections to main lines or structures are to be Inserta Tee or Kor-n-tee connections, unless approved by the City Engineer.
- Trench must be left open until the pipe, pipe joints, backfill and connections have been inspected.
- Only sump pumps and yard drains may be connected to storm sewers.
- Downspouts may not be connected to the storm sewer.
- Alterations to downspouts, other than splash block, must be approved by the City Engineer.

CHANGE OF GRADE REQUIREMENTS

- Plan showing proposed changes to existing grade depicting low and high areas must be submitted for review. Drainage patterns are to be shown using flow arrows.
- Grade within 2 feet of property lines may not be changed.

- Existing drainage from the natural flow of surrounding land may not be blocked off.
- If a significant change is proposed, an as-built may be required to be submitted.

CULVERT/DITCH ENCLOSURE REQUIREMENTS

- Pipe size must be a minimum of 12 inches with premium stone backfill
- If an existing apron is to be replaced as part of the project, it is to be replaced in kind. All new drive aprons are required to be concrete or asphalt.
- All ditch enclosures require at least one yard drain. Low spots and drainage at property lines must be shown on plans for review to determine if more than one is needed.
- Large culverts or bridge-type culverts must submit designs stamped by an engineering firm for review.
- A hydraulic study may be necessary for review.
- Approval from the Planning Commission may be required for ditch enclosures prior to permit issuance.

FEES AND INSPECTIONS

- See fees listed on Permit Fee Schedule.
- A list of required inspections will be provided with the permit. A minimum 24-hour notice is required to schedule inspections.