



## WATER TAP-IN PROCEDURE EXISTING PROPERTIES REQUESTING CITY WATER CONNECTION

**The following are frequently asked questions regarding requirements for sealing abandoned private wells or keeping a private well after connecting to public water or drilling a new well.**

### **Introduction**

Private water systems are regulated by local health districts and the Ohio Department of Health under Ohio Administrative Code (OAC) Chapter 3701-28 (Private Water System Rules). Public water systems are regulated by the Ohio EPA under OAC chapters 3745-81 (Primary Drinking Water Rules), and 3745-9 (Water Well Standards). There are literally thousands of unused and abandoned water wells scattered throughout Ohio. Although most people have good intentions initially to maintain their old water well in good working condition, many wells become forgotten and ultimately present health and safety issues as they become damaged or deteriorate. As these wells deteriorate, they can provide a direct connection from the surface to the ground water and contribute to serious contamination of drinking water resources.

### **I currently have a water well and I want to connect to a public water system. Do I have to seal or abandon my well?**

Yes. *However, there are exceptions.* Ohio Administrative Code Rule 3701-28-17 requires that a residential well be sealed in accordance with the rules when the home connects to a public water supply system, **unless** the well owner demonstrates to the satisfaction of the local health district that the well will not cause or contribute to ground water contamination, present a safety hazard, or present a public health nuisance. Rules regarding the sealing of residential wells apply to all private water wells and rainwater cisterns regardless of the location in Ohio or the date of construction. The rules also state that a well taken out of service must be maintained in compliance with OAC Chapter 3701-28. If you cannot demonstrate that the well is in compliance then your well needs to be properly sealed.

### **What special requirements will I need to meet in order to keep my residential well to water my lawn or other use?**

If there is a desire to keep your old well after connecting to public water you are required to obtain an alteration permit from the local health district to cover their administrative cost of verifying compliance with this rule, including verifying a physical disconnection and collecting a water sample.

You also need to demonstrate that the well is and will be maintained in compliance with the private water rules. Demonstration of compliance must include an ability to collect a water sample, the presence of an operational pumping system and one or more of the following:

- (a) A well log;
- (b) A borehole video camera survey;
- (c) A dye test, water sample; or
- (d) An assessment performed by a registered private water system contractor or the local health department that the private well system meets the requirements of the private water system rules. If you cannot demonstrate that the well meets the private water system rules and criteria then it must be sealed.

**The health department permit does not cover the additional requirements that may be stipulated by the public water utility that you are connecting to.**

If you don't plan to keep the well, then a sealing permit will be all that is required from the local health department.

Knowing this information, the following procedures are required for a successful installation:

**Step 1.** An application is required through the City of North Ridgeville Building Department to obtain a permit to tie into the city water system. With information you provide to the Building Department, the staff will complete portions of the application, to include but not limited to, your frontage of the property, the zoning district of your property, and size of tap requested, etc.

**Step 2.** In most instances, your property is currently supplied by either a drilled well, dug well or installed cistern system, or in some cases a combination of all three. In either case, you will be directed to make an appointment with the Engineering Department to review the current water source being used.

**The Ohio Department of Health does not want two water sources on the same property - one being the publicly controlled water system (City Main) and the other being an uncontrolled source such as your well.** The regulations for keeping the private water source are quite strict and difficult to satisfy; however, whatever you choose to do, you will then be directed to contact the Lorain County Public Health (LCPH) at the phone number listed below. LCPH will assist you in the permit process and provide you with a list of licensed contractors authorized to perform work on your private water source. They will then inform this office and the next step will commence.

**Please 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. The permit fee listed on the Utility Tap-In form covers ONLY the inspection for the plumbing and construction from the curb stop at the street to your house. There is another permit fee 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 pay your water tap-in fee, you should also go to the Building Department and pay for the meter set fee as listed in Step 3.

**Step 5.** In most cases, the water main at the street already has a curb stop shutoff connection for your property. When you select and hire your contractor, they will only be connecting to that valve at the street and running the plumbing up to the house. The contractor must be registered with the City of North Ridgeville. The homeowner and/or contractor must contact the Ohio Utilities Protection Services (OUPS) at 1-800-362-2764 in order to have your property 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, the shortest distance from curb stop or street shut off, to the most convenient point of entry into your house. The Building Department requires the last 50' into the home to be “K” copper water line with compression fittings. No other connection is authorized without expressed permission from the Chief Building Official. Once this connection has been made, you are required to call the Engineering Department for an inspection on the trench line installed; a 24-hour notice is required. **Warning: Your 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. After completing number one: For a typical ¾” tap-in, there must be a ¾” shut-off valve installed to both the feed (incoming side) and the discharge (house plumbing side) of the meter with proper connection (1/2” female required) to mate up with the male sides of the ½” 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, you would install the backflow device (RPZ only ASSE 1013) to the immediate discharge (house plumbing side) of the new meter. Assure that the test cocks on the device are facing outward away from the wall for test equipment connection. A 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 at the time of installation. Most established plumbing companies have a staff member able to conduct this test.

**BACKFLOW TEST RESULTS MUST BE FORWARDED TO THE CITY ENGINEERING DEPARTMENT OR PROVIDE TO THE CITY INSPECTOR AT THE TIME OF THE FINAL INSPECTION.**

**Contact information:**

Jerry Murphy, REHS, Lorain County Public Health, (440) 322-6367

City Engineering Department, (440) 353-0842

City Building Department, (440) 353-0822

City Engineering and Building Department, Fax Number (440) 353-0823

City of North Ridgeville's Codified Ordinances can be found on the city's website at: [www.nridgeville.org](http://www.nridgeville.org). City water regulations are located in Chapter 1046.01.

There is a list of state certified plumbing companies and private contractors who are registered with the City of North Ridgeville to install and/or test backflow devices. This list can be found on the city's website under the Engineering Department. IT IS RECOMMENDED YOU OBTAIN SEVERAL QUOTES, AS THE COSTS DO VARY.

Ohio Administrative Codes and Ohio Revised Codes can be found at <http://codes.ohio.gov/>. The codes referenced in this letter are as follows: OAC Chapter 3701-28 Private Water System Rules; OAC Chapter 3745-81 for Primary Drinking Water Rules; and, 3745-9 for Water Well Standards.