Waterproofing, Foundation Repair & Sump Pumps
PROJECT GUIDE

SUBMITTAL REQUIREMENTS

Building Permit. A building permit is required for waterproofing, dampproofing, foundation repairs and the installation of a sump pump. Include with your permit application the following additional information:

- A plot plan showing the location of the waterproofing and/or sump pump on the property and where the water will discharge, including lot lines, setbacks and structures.
- A plan showing the location of the dedicated electrical circuit and size of the conductor.
- Estimated cost of construction.
- Name of contractor, if applicable. Note: All contractors must be registered with the City. It is highly recommended that only contractors experienced in performing electrical work do electrical work.
- Description of electrical connection provided for sump pump.

Engineering Permit. Projects including the installation of new utilities or storm sewer lines must submit an engineering permit application along with the required documentation for engineering review. All Engineering standards for storm connections must be followed. Construction Standards are available on the city's website.

REVIEW PROCESS

Allow at least three weeks for processing of your application. The Building and Engineering Divisions will review the plans for code compliance, any easements or impediments to drainage. The applicant will be notified when plan review is complete and the permit is ready for pick up.

SPECIFICATIONS

- Sump pumps are required to be installed per NEC 2023.
- The main sump pump is required to be on a dedicated circuit. A battery back-up sump pump is not required to be on a dedicated circuit.
- The sump pump shall not be connected to an extension cord.
- The sump pump and electrical receptacles shall be accessible.
- A single receptacle serving a sump pump shall not be required to have a ground-fault circuit-interrupter protection when there is a duplex receptacle with ground-fault circuit-interrupter protection within 6 feet of the sump pump.
- Sump pump shall be connected to storm lines only.
- Call 1-800-362-2764 (OUPS) before you dig.

FEES AND INSPECTIONS

- See fees listed on Residential Building Permit Fees page (website or handout).
- Depending on the project scope, the following inspections may be needed: foundation, waterproofing, footer drain, footer drain gravel, electrical and final inspection. A list of required inspections will be provided at permit issuance.
- A minimum 24-hour notice is required to schedule inspections.
- If electrical work is included, the electrician that performed the work **needs to be on site for all inspections**.