

**Village of Hanover, Ohio
SEWER TAP INSTALLATION PERMIT**

Permit No.	-	Date:	
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Owner/Applicant

Name: _____	Structure to be served	Sewer Tap Exempt	Yes / No
Address: _____	Commercial	Sewer Tap Fee	
Phone (H): _____	Residential	Sewer Tap Paid	Yes / No
Phone (W): _____	Other	Check no	

Contractor

Name: _____ Lic. No.: _____

Street Address: _____

City, State, Zip: _____

Phone (Work): _____ Phone (Cell): _____

Signature: _____

Do not write below this line -- For Village use only

Permit Fee: <u> \$75 </u>	Re-Inspection Fee: <u> \$35 </u>
Fee Paid: <u> Yes / No </u>	Re-Inspection Fee Paid: <u> Yes / No </u>
Check # <u> </u>	Check # <u> </u>

Sketch of Installation:

Inspector: Be sure and show main road, locations of bends, north arrow, and measurements from existing structures

Inspected By: _____ Pass _____

Date of Inspection: _____ Fail _____

See reverse for Technical Details concerning installation of individual lateral

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SEWER TAP INSTALLATION PERMIT
Tap in Guidelines

1. The Contractor is responsible for obtaining a sanitary service tap-in permit from the Village of Hanover.
2. All work must comply with the guidelines provided by the Village of Hanover as listed below.
3. The contractor shall have \$300,000 general liability insurance, and a current workers compensation certificate. All other property owners are encouraged to do the same.
4. Contractor is responsible for notifying “call before you dig” prior to excavation.
5. Contractors must inspect the site before bidding. If, after the on-site inspection, the bidder believes a plumber will be required for the system to work properly or that it would be more cost-effective to re-route the plumbing, the contractor must inform the property owner.
6. No sanitary piping shall be installed within 10 feet of private water wells.
7. Showers, sinks, dishwashers, washer drains (gray water) shall be connected to the sanitary sewer.
8. No clean water discharge shall be connected to the sanitary sewer, i.e. roof drains, water softener regeneration water, foundation drains, storm drains, area drains, etc. Downspouts and foundation drains shall be connected to the storm drains or discharges on the ground surface.
9. Any tile hit during excavation shall be repaired. The one doing the digging is responsible for all work and repairs.
10. On each lateral connection, common sense shall be used. Each hookup will be handled on a case by case basis when guidelines are impossible to meet and the inspector consulted in the problem solving decision. For example: if an existing pipe is under a concrete patio or other structure the connection will start at the edge; or if the septic tank is under the structure.
11. No work shall begin before a permit has been issued and an inspector is assigned to the site.
12. Acceptable Materials to be used: Minimum of 4” pipe, SDR 35 w/SDR26 fittings, and O-ring joints conforming to ASTM D-3034. No fittings shall be over 45 degrees. For steeper slopes use step down procedure.
13. All sanitary sewer lateral piping shall connect to the sanitary sewer lateral connection installed by the Village. Minimum trench width shall be as shown in detail. Minimum grade, “fall per foot” shall be 2.0% for 4” and 6” pipe. Pipe to have 4” gravel or limestone under the pipe and min. of 6” covering pipe. Inspection is to be made before covering of any section of pipe. ODOT gravel or limestone #67 or #57 can be used. If lateral exceeds one hundred feet (100’) a cleanout is required. A clean out immediately outside the house is required.
14. Old septic tanks shall be pumped and closed out as per Licking County Health Department Guidelines for Septic Tank Abandonment, Regulation 3701-29-18: Abandoned household sewage disposal system: “Abandoned household sewage tank shall be pumped and hauled by a licensed hauler. The tank is then crushed and filled with a suitable material (Granular). Covered with top soil and seeded”
15. Call and arrange for an inspector with the Hanover Village a minimum of 48 hours before construction.
16. The Contractor shall supply with all installations a warranty period of 1 year commencing from the time of acceptance from the village inspector.
17. Permit is valid for 6 months from issue date. After 6 months, permit will be voided and new permit will need to be issued.