

Tap Permit Application Requirements

For any new connection – or reconnection - to the public sewer, we will require the following items:

- **Completed tap permit application.**
 - This can be found on our website or can be completed at the tap permit counter.
- **A copy of the issued building permit** from the municipality that issued it.
- **Site utility plan.** The plan is generally the same one that would have been reviewed with the building permit and should include the following items:
 - Label the tap material as 6" PVC SDR-35 at 2% minimum slope.
 - At the invert elevation at the point that the tap connects to the sewer main.
 - Show a cleanout at the property line and every 100' as needed.
 - Show the existing sewers and manholes serving the site.
 - Label the rim elevation of the upstream manhole.
- **Water meter documentation.** This can include, but is not limited to:
 - A receipt for a newly purchased meter (AKA a "D-100").
 - A document from the domestic water provider stating the size of an existing meter that will not be altered.
 - A letter from the property owner stating that the water service will not be altered.
 - Evidence from the domestic water provider stating the size of any meters being removed from service.
- **Tap fee, if one is due.**
 - If meters are removed from service, then credit is granted against the new tap fee. This sometimes means no fee is due.
- **Other items that may be required,** depending on the work being done:
 - Approved Availability of Sewer Service letter.
 - Septic tank abandonment permit.
 - Copy of any recorded easement that may be needed.
 - Assessment waiver.
 - Clear Water Affidavit.
 - Street opening or Right-Of-Way permit if required by the municipality where the work is being done.
 - State street permit. MSD will apply for this on your behalf if the work is in the Right-Of-Way for a state or federal highway. Allow 1 month for this permit to be processed.
 - Long laterals (over 250') will require an inspection fee. The fee schedule is available on our website.

If you are **repairing an existing** lateral:

- Completed tap permit application.
- Description of the scope of work.

Additional information is available on our website at

http://msdgc.org/customer_care/permits_and_records/index.html

If you have any questions about the required items, please call us at (513)244-1330. The better your application, the faster we can get you a permit.