

Requirements for a Tap Permit (Full Permit, Not Special Permits)

Case 1: Converting an on-site treatment system

- 1.) Completed application
- 2.) A licensed tapper (MSD will confirm the licensed sewer tapper information if an application is not received directly from the sewer tapper)
- 3.) Capacity review completed (Contact Steve Parker 513.244.1351)
http://msdgc.org/downloads/customer_care/permits_and_records/availability_form.pdf
 - Approval expires after one year
- 4.) Signed Clear Water Affidavit
- 5.) A site plan demonstrating the proposed building sewer location
- 6.) A permit to abandon the on-site treatment system
- 7.) And If the tap/lateral is crossing other subdivided/adjacent property, an easement
- 8.) If there is no sewer that is accessible to the property without an easement an assessment waiver may be necessary before a permit can be issued.
- 9.) Tap-in fee

Case 2: New Construction/Redevelopment:

- 1.) Completed application
- 2.) Licensed sewer tapper (MSD will confirm the licensed sewer tapper information if an application is not received directly from the sewer tapper)
- 3.) Capacity review completed (Contact Steve Parker 513.244.1351)
 - Approval expires after one year
- 4.) Copy of issued building permit
- 5.) Copy of receipt from the local water purveyor showing size of the domestic water meter
- 6.) A site plan demonstrating the proposed building sewer
(http://msdgc.org/downloads/customer_care/permits_and_records/permit_review_checklist.pdf)
- 7.) And If the tap/lateral is crossing subdivided property, an easement
- 8.) The Tap-in fee (if required)

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