

Checklist for Building Permit Reviews

- Review the building permit application to determine the scope of the project. Also determine from the building permit application if the project will increase sanitary flow into the existing sewer system.
- Go to the location of the project via the GIS to determine the impact of the project would have on the sanitary or combination sewers. Determine if the existing sewers are tributary to a sanitary sewer or combination sewer overflow.
- If the scope of the project will add sanitary flow to the existing sewer system, check the MSD records if a sewer availability has been processed and approved.
- If a sewer availability has not been received and processed, deny the building permit application and send a letter and availability form to owner/applicant, having them complete the form and return to MSD, attn: Mr. Steven Parker, P.E.
- Sewer Use Customer Application Submitted
(Restaurants, Medical Buildings, Commercial Kitchens, Industrial Manufacturing Processes)
- If sewer availability has been granted, compare the comments in the letter with the details on the site plan.

Site Plan Information Required:

- Directional arrow, street name lot dimensions, lot number, building set back dimensions, auditors book, page, parcel surveyor seal and signature.
- Existing sanitary sewer main with size with at least one manhole with the rim and invert elevations.
- Existing sewer tee, wye or lateral shown, if applicable.
- Distinguish between the existing and proposed sewer lateral.
- Label the proposed sanitary pipe as 6 inches, PVC SDR 35 for the pipe material and minimum slope at 2 percent.
- Notation of what the lowest floor elevation of the building.
- Indicate the sea level elevation at the point of connection with the main sewer. The lowest floor elevation is to be a minimum of 3 feet above the crown elevation at the point of connection with the main sewer. If this cannot be achieved, a note on the site plan indicating that the basement/building is to be pumped is necessary.
- The proposed 6 inch sewer lateral has to be perpendicular to the street right of way.
- Cleanouts shown every 100 feet on bends greater than 45 degrees.
- The proposed sanitary lateral a minimum of 5 foot horizontal clearance from any other utility.
- Proposed sanitary sewer lateral a minimum of 4 foot of cover. 2 to 4 feet of cover the pipe is to be concrete encased. Less than 2 feet, ductile iron pipe and concrete encase.
- Storm/downspout lines shown to storm sewers, swales or curbs, including footer/foundation drains.
- If the project affects a sanitary sewer located within the property, send the MSD Excavation/Fill Guidelines. A profile drawing is necessary showing the existing sewer, with existing and proposed elevations. Show the manhole adjusted to the proposed grade, if applicable.
- Sanitary sewer easements with the recorded information. A structure is to be a minimum of 3 feet from the easement line.
- A recorded private sewer easement is required and a part of the building permit set if the proposed connection is made to a sewer main located on adjacent property.
- Notes, MSD permit and fees are necessary. Sewer contractor is to be licensed with MSD.