

Sewer Permit Application Instructions

Welcome to the new MSD Permit application. This new format is intended to serve as a checklist for required items on each type of job for which we issue permits. Please ensure that the application is complete and all required items are available before you submit to MSD. A correct and complete application packet will allow us to process your permit faster and keep your job moving forward.

Your cooperation will keep everyone moving faster.

Complete the first section with the address of the work, the owner's name, and the tapper's information. These fields are all required. If you don't know your license number, call us and we'll look it up for you.

		Save & Email
Project address	1234 Your St.	Date 2-Mar-18
Property owner	G. I. Joe	
Licensed Tapper	Snuffy Smith	MSD License Number MT 00045455
Tapper email/fax	snuffyplumbing@gmail.com	Tapper Phone 513-577-7188

TIP

COMPLETE THE TAPPER INFORMATION AND THEN SAVE THIS PDF TO YOUR COMPUTER FOR FUTURE USE AS A TEMPLATE.

The second section will be completed based on the type of work you are doing. Below each highlighted heading is a checklist of items typically required for that particular job. Determine the appropriate heading and then check off the items as you get them together.

New Construction/Connection	
# _____	<input type="checkbox"/> Site utility plan
tion Size _____	<input type="checkbox"/> Tap fee \$ _____
Repair/Replace/Extend/Modify/Cap	
_____	<input type="checkbox"/> Length of repair _____
Septic-to-Sewer Conversion	
_____	<input type="checkbox"/> Meter Size Docu _____
_____	<input type="checkbox"/> Tap fee Resident _____
nit _____	<input type="checkbox"/> Tap fee Commer _____
Dry Tap	
ermit # _____	<input type="checkbox"/> I understand that allowed under this permi tap fee are required for f _____
Storm To Combined	
_____	<input type="checkbox"/> Building Permit _____

Note that dry taps require your acknowledgment that a connection to the building is not allowed yet. **Communicate this to your client**, as you could be held responsible if the connection is completed without the proper permit.

DRY TAP NOTICE

DRY TAPS MUST END NO CLOSER THAN 5' OUTSIDE THE STRUCTURE. NO CONNECTION TO THE BUILDING DRAIN IS PERMITTED UNDER A DRY TAP. YOU MAY BE HELD RESPONSIBLE IF A CONNECTION IS COMPLETED WITHOUT A PROPER CONNECTION PERMIT.

Once you have completed the application and assembled the required documents, click the green "Save and Email" button. This will start an email message addressed to MSD and attach the completed form to it.

Sewer Permit Application

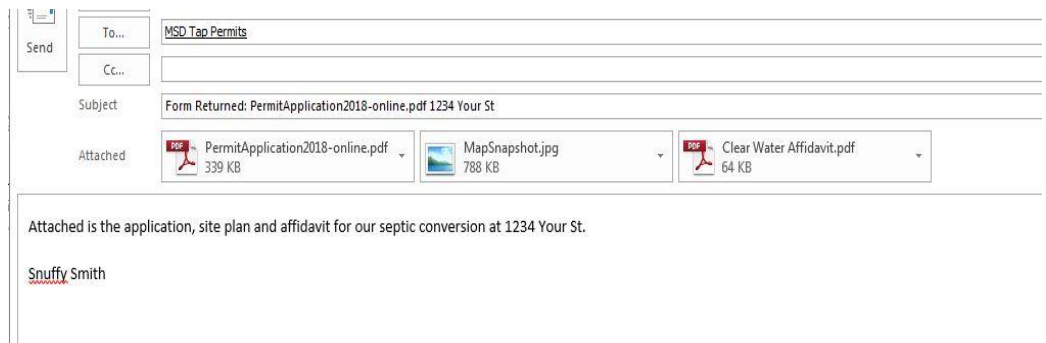
Submit to: MSDTapPermits@Cincinnati-OH.gov

1 Gest St. 45204 (513) 244-1330



Date 2-Mar-18

You can add additional attachments like site plans and water meter receipts to the same message as well as save a copy of the application for your own records.



*Please do us the courtesy of adding the project address to the subject line or message text. This makes it possible to search for the email by address should we need to find it later.

We have listed some other items that may be required by site conditions. If you question whether any of these come in to play, please call us and ask before applying for the permit.

Additional Submittals

- | | |
|---|--|
| <input type="checkbox"/> Street Opening Permit | <input type="checkbox"/> Plumbing Permit for pumped laterals |
| <input type="checkbox"/> State Street Permit | <input type="checkbox"/> FOD for abandoned meter |
| <input type="checkbox"/> Easement/Maintenance agreement | <input type="checkbox"/> Availability approval # _____ |

Notes

KEY POINTS

- COMPLETE ALL FIELDS AT TOP OF FORM
- CHECK ITEMS FOR YOUR JOB AND INCLUDE REQUIRED ITEMS WITH YOUR SUBMITTAL
- COMPLETE APPLICATIONS MEAN THAT ALL APPLICATIONS ARE PROCESSED FASTER

HELP US HELP YOU!