

Tap Permits Fact Sheet

There are three types of permits that are issued in this office:

1. **Special Permits**- this type of permit is issued for repair work, tap extensions, dry taps (with no actual building connection yet), as well as physical alterations to the existing tap. For these types of permits, a site plan is only required for the lateral extensions and dry taps. In other cases, MSD will coordinate with the tapper to see if one might be needed. With repairs, one is rarely needed. An application is required in association with these permits.
2. **Tap Permits**- These permits are pretty self-explanatory. For the permits MSD requires several items including:
 - Application
 - Copy of issued building permit (if in the city of Cincinnati or if the permit is a Hamilton County building permit, MSD just needs the number since we use the same software and can access in the information from the software)
 - Site plan. Again, if the permit is City of County, MSD can access the plan. In other jurisdictions, MSD does not get included in the plan review process and still needs to review the plan before issuing a tap permit. There may be the possibility that the plan will need to be revised before MSD issues a permit.
 - Right of Way permits from the local jurisdiction-These permits are only required if the tapper has to excavate in the right of way to establish the connection to the sewer main
 - Water meter receipt-If the existing water service is being used and the meter is present still, MSD requires a written statement from the property owner explaining the use. If the property is commercial property the statement should explain that the meter will not be increased in size and the property owner is aware that a fee will be due to MSD if the meter size is increased.
 - Possible payment needed for tap-in-fee-this can be discussed with the tapper to determine if in-fact a fee is required.
3. **Storm Permit**-These permits are specific to intended connection to City of Cincinnati storm sewers. There is a \$40 permit processing fee. For these permits MSD requires:
 - Application
 - Site plan-Issuance of these permits does not require a building permit.
 - Department of Transportation and Engineering permit for excavation in the right-of-way permit.

If you have any additional information that you would like to provide to us when submitting an application through email, you can include the information as an attachment or in the body of the email. You do not necessarily have to put it on the form. As long as we get the info., we are happy. When submitting applications via email or for that matter if you would like sewer information for a bid estimate (etc.) you may submit applications and questions to msdtappermits@cincinnati-oh.gov. In general, it is preferred that any general questions and all applications that are emailed should go to this address. Everyone in Permits and Records monitors this address and you will have a shorter turnaround time for your request that if you email one of us directly (the person you email may be off work). You can also submit applications/requests via fax (513.244.1327) and of course, you are always welcome to call us (513.244.1330). **Please note, permits are only issued to sewer tappers licensed with MSD.**