METROPOLITAN
SEWER DISTRICT
of greater
CINCINNATI

November 15, 2016

SUBJECT: **Sewer Tappers License Renewal For 2017**

To Whom It May Concern,

I hope you have all had a good year! It's now time to begin preparing for 2017. In order to pull MSD tap permits, you need to renew your tappers license. In order to renew, please send us the following items:

1. Tappers Application, completed for each individual that has passed the licensing test.
2. Official bond form or continuation certificate.
3. License fee of $160. NOTE - THIS IS AN INCREASE OVER LAST YEAR!

All licensing paperwork should be directed to

Metropolitan Sewer District
Attn: Ms. Angie Bradley/Tap Desk
1600 Gest Street
Cincinnati, Ohio 45204

After MSD processes the three items above, a 2017 Sewer Tappers License will be sent to your company. Please note that it is extremely important to submit these items in a timely manner to prevent delays in the permitting process for 2017.

MSD would like to remind you of several important items and policies:

- The tap-in-fees for the year 2017 are scheduled to be adjusted according to MSD Rules and Regulations section 1215. The new fees will become effective on 1 January 2017. Enclosed is the proposed 2017 schedule for your information. Any permit applications with tap-in-fees received on or before close of business 31 December 2016 will be processed at the current 2016 rate. All applications with tap-in-fees received after that date are to reflect the 2017 fee schedule. Please contact Permits and Records at (513) 244-1330 to confirm the appropriate tap-in-fee prior to the submission of your application.

- In accordance with MSD Rules and Regulations, Section 1215 (B)(11)(c) a tap-in-fee is required when a plumber increases the domestic water meter size, with a credit given for the old domestic meter size, even when a MSD tap permit is not required. Please note that you are responsible to communicate to your client that a MSD tap-in-fee is necessary when a project requires additional domestic water. MSD receives daily reports from Greater Cincinnati Water Works on the plumbers who purchase water meters. When this situation occurs, a MSD staff member will contact you and explain the tap-in-fees required and MSD will contact the Municipality's Building Department and hold final occupancy until the tap-in-fee is paid.

- You are required to have a MSD inspector ensure that construction is performed as per MSD Rules & Regulations. Please have the trench, bedding and new pipe exposed for their inspection and perform the backfill over the pipe as per their direction. For permit inspection, please contact our Field Office at 244-5537 between the hours of 7:00 am and 9:00 am. A representative from your company is to be at the job site when the inspection is performed to review and discuss any issues.

- Special permits are required from this office for all sewer tap repairs including sewer lining and pipe bursting projects. We understand some repairs are urgent and at times can be classified as an emergency repair. These applications will be handled with an equal sense of urgency and can emailed to MSDTapPermits@cincinnati-oh.gov

- MSD Rules and Regulations and Standard Construction Drawings are available for review on the MSD web site at http://msdgc.org/customer_care/forms_and_documents/index.html. Copies of the Standard Construction Drawing booklet are available for purchase at the MSD, Tap Permit/Customer Service Counter for a cost of $8.00.

- MSD Rules & Regulations, Section 1213 indicates that MSD can charge additional inspection time for (1) return trips due to lack of expected progress, (2) emergency conditions necessitating immediate response and (3) abnormal working hours. In the opinion of the MSD Field Office, if the above construction situations occur, MSD will charge additional time and your company will be billed for special services of inspection time at a rate per hour. See the enclosed fee schedules regarding the rate per hour.

MSD Development Services business hours are 7:30am to 4:00pm, Monday through Friday, excluding holidays. If you have any questions concerning the above, please contact Rob Kern at (513) 244-5588 or Angie Bradley at (513) 244-1324.

Sincerely,

Pat Arnette, P.E.
Sewer Chief Engineer
Metropolitan Sewer District of Greater Cincinnati

PA/rmk

Enc;

Cc: OOD, PD, WWA, DIW, WWC, WWT, SMU, Solicitor's Office, H.C. Plumbing, City Plumbing, Field Office, Ohio Valley Development Council (HBA), 415 Glensprings Dr. Cin. Oh. 45246, PHCC of Ohio, 18961 River's Edge Dr., Chagrin Falls, Oh. 44023, CAGIS, Ham Co. Bldg. Dept, City Permit Center, H.C Soil & Water

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