

6 November 2024

SUBJECT: SEWER TAPPERS LICENSE RENEWAL FOR 2025

Dear Tappers,

I hope that 2024 has been a good year for you. As we wrap up the year, please plan ahead for 2025.

To renew your license for 2025, please be sure to apply with these items:

1. Tappers Application completed for each individual that has passed the licensing test.
2. Official bond form or continuation certificate. Make sure all required signatures are present.
3. License fee of **\$220**. Note: this is an increase over last year. You can pay by check or credit card in person or online at msdgc.org/development.

Incomplete applications will be returned unprocessed.

All licensing paperwork should be directed to:

Metropolitan Sewer District
Development Services Branch/Permits Section
1600 Gest Street
Cincinnati, Ohio 45204

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

- The tap-in-fees for 2025 are scheduled to be adjusted according to MSD Rules and Regulations Section 1215. The new fees will become effective on January 1, 2025. Enclosed is the 2025 schedule for your information. Any permit applications with tap-in-fees received **on or before close of business December 31, 2024**, will be processed at the current 2024 rate. All applications with tap-in-fees received after that date are to reflect the 2025 fee schedule. Please contact Development Services at (513) 244-1300 (Option 2) 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 an MSD tap permit is not required**. Please note that you are responsible to communicate to your client that an MSD tap-in-fee is necessary when a project requires additional domestic water. MSD receives notices from the water districts when new meters are purchased. There have been multiple instances of projects being held at the last minute due to a failure to pay this fee. **If you purchase a meter for a project, PLEASE call Development Services at (513) 244-1300 (Option 2) to determine if a sewer fee is due!! Holding up your customer's Certificate of Occupancy for a surprise sewer fee is not good for your business.**
- **You are required to have an MSD inspector ensure that construction is performed 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 Construction Field Office at (513) 244-5537 between the hours of 7:00am and 9:00am or via email at MSDWWEInspections@cincinnati-oh.gov**. 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, sewer abandonments, 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 applications can be emailed to MSDTapPermits@cincinnati-oh.gov
- 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.
- **Dry tap permits do not allow connections to structures.** Please be sure and coordinate that your general contractor and/or inside plumbing contractor and owner are aware that a full permit **MUST** be pulled from MSD before a structure is connected to the dry tap. **Tap-in-fee is required at the time the permit is pulled.** This may delay MSD's approval of the final Certificate of Occupancy if the permit is not pulled and the work not inspected.

MSD Development Services business hours are 7:30 a.m. to 4:00 p.m., Monday through Friday, excluding holidays. We are located at 1035 Woodrow St. 45204. Our phone number is (513) 244-1300 (Option 2). Our email is MSDTapPermits@Cincinnati-OH.gov.

If you have any questions concerning the above, please contact Rob Kern, Permitting Supervisor, at (513) 244-5588 or via email at Rob.Kern@cincinnati-oh.gov.

Sincerely,

Rob Kern
Permitting Manager, Development Services Branch
Wastewater Engineering Division
Metropolitan Sewer District of Greater Cincinnati

Enclosures

c: Bruce Crase, Hamilton County Building Department
Raj Chunder, CAGIS
Art Dahlberg, City of Cincinnati Building Department
Lauren DeGoricia, MSD/OOD
Ian Franke, City of Cincinnati Plumbing
Amanda Gray, MSD/WWA
Sean Moore, Hamilton County Plumbing
Aly Ouermi, MSD/WWT
David Raffenberg, MSD/WWE
Eric Saylor, SMU
Matt Spidare, MSD/WWE
Tony Yee, MSD/WWE
Field Office, Ohio Valley Development Council, 415 Glensprings Dr., Cincinnati Ohio 45246
Hamilton County Soil & Water Conservation District, 1325 E Kemper Rd. #115, Cincinnati Ohio 45246
PHCC of Ohio, 8226 Stoney Brook Dr., Chagrin Falls Ohio 44023

2025 Charges and Assessment Credit Adjustments

Effective January 1, 2025

SECTION	SERVICE/ITEM	2024 CHARGE	2025 CHARGE
1007	Fee for preparation of as-built drawings	\$530 for first two segments - \$110 each additional segment	\$540 for first two segments - \$110 each additional segment
1212	Sewer Tapper License Fee	\$210	\$220
1403	Holding Tank Discharge Permit Fee	\$210 per vehicle	\$220 per vehicle
1404	Holding Tank Waste Disposal Fee	\$7 per 100 gals. Holding Tank Capacity	\$8 per 100 gals. Holding Tank Capacity
1540	One-Time Discharge Permit Fee	\$480 each	\$490 each
1809	Construction Inspection Fee	\$110 per hour	\$110 per hour
1216A	Single Family Assessment Credit	\$10,700	\$10,800

Sewer Tap Permit Fee

WATER METER SIZE	2024 FEE	2025 FEE
5/8" & 3/4"	\$5,350	\$5,420
1"	\$9,690	\$9,820
1 ½"	\$22,150	\$22,450
2"	\$39,870	\$40,410
3"	\$90,420	\$91,640
4"	\$161,460	\$163,650
6"	\$365,230	\$370,190
8"	\$650,320	\$659,140
10"	\$1,015,550	\$1,029,330
12"	\$1,460,940	\$1,480,750

2025 Building Sewer Inspection Fees Table

MSD Rules and Regulations Article XVIII Section 1809

Feet of Pipe	251-350	350-500	501-650	651-800	801-950	951-1100	1101-1250	1251-1400
Hrs Required for Inspection (est)	1	2	3	4	5	6	7	8
Fee	\$110	\$220	\$330	\$440	\$550	\$660	\$770	\$880

- I. No inspection fee charged for Building Sewers less than 250 feet in length.
- II. Permits issued for work scheduled under 250 feet in length can be subject to a \$110 minimum charge for required subsequent visits by an MSD inspector.
- III. For building sewers in excess of 1,400 feet, the contractor is required to submit, in writing, an estimate for the number of work hours they are expected to be working. Based upon this estimate, MSD will require an inspection fee equal to 2 hours of inspection time per 8-hour shift. For example, if a licensed sewer tapper is expecting to be working for five 8-hour days, then MSD will require an inspection fee of 4 days X 2 hours per day X \$110 per hour = \$880.
- IV. MSD's inspection fee fluctuates each year based upon Section 1809 of MSD's Rules and Regulations. Currently the fee is \$110/hour.



2025 Inspection Fee Tabulation Sheet

Project Name: _____

Sewer Number: _____

MSD Licensed Sewer
Contractor's Company Name: _____

MSD Tapper License #: MT00 _____

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Total Number of Manholes: _____ x \$740 per Manhole = _____

Total Length of 8" or Larger Main: _____ x \$7.00 pr LF = _____

Total Amount of Deposit: \$ _____

Check Amount: _____ Check No.: _____

Payer: _____

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*The above fees are based upon \$110/hr.
If additional inspection is necessary, appropriate fees will be billed.*

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Approximate Sewer Construction Starting Date: _____

Licensed Sewer Contractor's

Contact Name: _____

Phone: _____

Cell Phone: _____

Receipt Number: _____



2025 Sewer Tap Permit Fees and Document Requirements

Development Services

Mailing Address: 1600 Gest St., Cincinnati, Ohio 45204

Office: 1035 Woodrow St., Cincinnati, Ohio 45204

(513) 244-1300 (Option 2)

www.msdc.org/development

MSDTapPermits@cincinnati-oh.gov

Items Necessary to Acquire a Sewer Tap Permit from MSD Include:

1. Approved Availability of Sewer Service application.
2. A contractor that is licensed by MSD.
3. Completed MSD Sewer Tap Permit application form.
4. Copy of the building permit.
5. Appropriate Greater Cincinnati Water Works (GCWW) form (in special cases a letter stating the domestic meter size).
6. Detailed site plan, showing the building sewer with sea level elevation at the sewer main and the lowest floor elevation of the building. For developments tributary to sanitary sewers, the site plan must demonstrate that no clean water connections such as a foundation or footer drains are connected to the sanitary building sewer.
7. The sewer main being tapped must have been tested and approved.
8. Street opening permit, where applicable (State, County, City of Cincinnati and other municipalities).

Please Note:

- All permits for stormwater connections to a City of Cincinnati storm sewer will be issued by the city's Stormwater Management Utility (SMU) at (513) 591-5050 or StormwaterManagement@cincinnati-oh.gov.
- For permits to convert from a septic system to sewer service, a Sewer Tap Permit Fee per the fee schedule listed below is due unless the property is a single-family residence or a condominium. The Sewer Tap Permit Fee for such a permit is \$480.00 for a single-family residence or condominium unit.
- Visit our website at www.msdc.org/development for forms and instructions.

Sewer Tap Permit Fees are Effective January 1, 2025

Please make check payable to "Treasurer, City of Cincinnati/MSD"

Meter Size	Up to 3/4"	1"	1 1/2"	2"	3"	4"	6"	8"	10"	12"
Sewer Tap Permit Fee	\$5,420	\$9,820	\$22,450	\$40,410	\$91,640	\$163,650	\$370,190	\$659,140	\$1,029,330	\$1,480,750

The above Sewer Tap Permit Fee schedule is based upon the size of the domestic water meter providing service to the structure as required by the MSD Rules & Regulation (Section 1215). All properties shall be subject to all applicable sewer service charges, assessments, connection charges, and sewer tap permit fees which have been or may be established by the Board of County Commissioners in effect at the time such fees are collected.

- Full time inspection (\$110 per hour) required on 8" inch building sewers or larger with manholes and for special services.
- Sewer main installations require a deposit based on: \$7.00 per linear foot and \$740 per manhole (based upon \$110 per hour).

**THE METROPOLITAN SEWER DISTRICT OF GREATER CINCINNATI
LICENSED SEWER TAPPER'S BOND**



RECEIPT NO#	DATE ISSUED:	LICENSE NO.
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We

(Business Name)

(Licensee)

(Mailing Address)

(City) (State) (Zip Code)

(Business Phone)

And _____ surety (sureties) are held and firmly bound unto the Metropolitan Sewer District of Greater Cincinnati ("MSD"), in the penal sum of Ten Thousand Dollars (\$10,000.00) for the payment of which we hereby jointly and severally bind ourselves and our legal representatives

The conditions of the above obligation are such that, whereas, the above-named principal has made application to the Director of MSD for a license as a sewer tapper, for the period ending December 31, _____, to carry on the business, undertake the employment and do the work of tapping and making connections with the public sewer and drains of MSD and of building for private use such lateral drains, with approved fixtures and laterals to connect therewith, as the Director of MSD might from time to time authorize in each particular case to be made in accordance with applicable MSD rules and Regulations and in compliance with Federal, State and local safety laws and regulations including, but not limited to, Occupations Safety and Health Administrations requirements.

Now, if the said principal shall well and faithfully and in a workmanlike manner make, perfect and perform the several connections with necessary fixtures and laterals; and conforms to any and all Rules and Regulations and orders of MSD; and completes installation and repair of all work undertaken; and promptly, at the proper time, replaces and restores the street to as good a state and condition as said principal found it previous to opening the same; and if the said principal shall indemnify and save MSD harmless from all loss or damage that may be occasioned in any way by accident or the want of care or skill on said principal's part, or on the part of anyone in the employ of said principal, in the prosecution of any or all of such work undertaken by said principal, including all costs and expenses arising from the defense of said claims; then this obligation shall be void; otherwise, the same shall remain in full force and effect.

Further, when there is an existing lateral, T or Y branch, that said principal is going to connect to, then the existing lateral must be tested to see if the pipe is operational for use and there must be an MSD inspector present to observe and approve same.

Dated at Cincinnati, this _____ day of _____, 20____.

Company Name

Owner / Contractor Printed Name

Owner / Contractor Signature

Approved as to form and
Sufficiency of Sureties

Assistant City Solicitor

Licensee's printed name

Licensee's signature

By: _____
Surety / Company Name

By: _____ SEAL
Attorney-In-Fact, Signature

By: _____
Attorney-In-Fact, Print Name

INSTRUCTIONS TO APPLICANT

1. Fill in the blanks and provide the proper signatures.
2. Attach the certified Power of Attorney.
3. A check payable to the Treasurer, City of Cincinnati (see cover letter for amount).
4. Submit the above noted items directly to MSD, 1600 Gest Street, Room 100 Cincinnati, Ohio 45204. Phone number 244-1330. MSD will forward the items to the office of The City of Cincinnati Solicitor for approval.

No permits will be issued until The Metropolitan Sewer District of Greater Cincinnati has the signed bond form approved by the Assistant City Solicitor.



Sewer Tappers License Application

Date: _____

MSD License #: MT00_____

Name of Company: _____

Company Address: _____

Phone #: _____

Contact Name: _____

Contact Phone #: _____

Fax Number: _____

Email Address: _____

List All Licensed Sewer Tappers Working For Your Company Below

Name of Licensee: _____

Address: _____

Phone #: _____

Signature of Licensee: _____

Name of Licensee: _____

Address: _____

Phone #: _____

Signature of Licensee: _____

Name of Licensee: _____

Address: _____

Phone #: _____

Signature of Licensee: _____