

**VILLAGE OF RICHFIELD**  
**Application for Sewer & Water Tapper's License**

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**Applicant Information** (Please print or type.)

Registrant's Name \_\_\_\_\_  
Company Name \_\_\_\_\_  
Company Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Company Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

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**Experience and Resources** (Please see attached Codified Ordinance Section 926.06.)

Applicants shall furnish the following information:

Years of experience in installation of sewer lines \_\_\_\_\_

Other licenses held \_\_\_\_\_

Equipment inventory \_\_\_\_\_

Proof of financial ability \_\_\_\_\_

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This application must be accompanied by the following:

1. License fee of \$50.00. Please make checks payable to the Village of Richfield.
2. Certificate of Insurance naming the Village of Richfield as additional insured.(Minimum coverage: \$500,000/occurrence; \$500,000/aggregate.)
3. Copy of Certificate of Premium Payment from the Ohio Bureau of Workers' Compensation.
4. 48-hr notice for inspection of tie-in

**VILLAGE OF RICHFIELD**  
4410 W. Streetsboro Road  
P. O. Box 387  
Richfield, Ohio 44286-0387  
Phone: (330) 659-9201, Ext. 5  
Fax: (330) 659-6935

# VILLAGE OF RICHFIELD

## REQUIREMENTS FOR SANITARY SEWER CONNECTIONS

### 1. **Permit**

A permit must be obtained from the Service Director prior to commencement of any work involving connection to public sanitary sewers.

Permits may be obtained by the property owner or by a licensed sewer tapper supplying written authorization before the property owner upon payment of a tap-in fee and/or permit fee and submission of plans of the proposed sewer line.

NOTE: Interior plumbing work requires a permit from the Summit County Health Department.

### 2. **License**

All sewer contractors must be licensed by the Village of Richfield.

### 3. **Pipe Standards and Tie-In**

- A. All laterals shall be best quality polyvinyl chloride (PVC) plastic pipe (ASTMD3034, Type PSM, SRD-35), with elastomeric gasket joint (integral bell) type (ASTMD3212) or ABS plastic solid wall pipe (ASTMD2751 or SRD-23.5).
- B. All laterals to individual buildings shall be 6" diameter set at a minimum 1 % grade.
- C. Make tie-in to 6" connection provided in front of property using a 6" x 6" x 6" connection provided in front of property using a 6" x 6" x 6" tee as required and continue to building with 6" PVC to five feet (5') from building foundation line or as close to foundation as possible. A 6" x 4" eccentric reducer shall be required if outlet sewer from building is 4".
- D. The test tee-clean out must be installed one foot (1') behind the right-of-way on the sewer line and each 100' thereafter and at direction changes.

Test tee standpipe shall extend three feet (3') above the natural grade until after the final backfiring and finish landscaping are complete. Upon completion of finish landscaping, standpipes may be cut flush with finish grade.

A metal or plastic cover with imbedded metal shall be used at all locations to cap the test tee/clean out.

4. **Installations**

- A. Bedding – A minimum layer of 3” bedding consisting of #57 coarse aggregate material shall be provided upon a stable undisturbed subgrade. NOTE: Slag will not be permitted as bedding material.
- B. Haunching – After the pipe has been placed on the approved bedding material, #57 coarse aggregate material shall be placed around the sides of the pipe from the undisturbed trench wall to the pipe.
- C. Initial Backfill – No backfill shall be placed until after inspection is completed by the Village. After the haunching of the pipe has been completed, the pipe shall be covered with #57 coarse aggregate to a plain 6 inches above the top of the pipe.
- D. Backfill – Upon completion of the initial backfill, the best excavated material shall be used for backfilling the trench. Trash, boulders, frozen soil, etc. shall not be used as backfill material. Where the pipe is installed across driveways and pavements, granular backfill material, meeting requirements of Item 304 of the Ohio Department of Transportation “Construction and Material Specifications” shall be required above the pipe embedment material.

5. **Use of old sewers from buildings**

Old building sewers may be used only when they are found to comply with Village sewer requirements.

6. **Downspout, footing drains and sump**

No downspout drains or footing drains shall be connected to the sanitary system.

Existing properties may have a sump that receives drains from both footer drain tile and basement laundry waste drain systems. The sump pump then elevates and discharges into an existing septic tank.

These drains must be separated. Laundry tub wash drains must discharge to the sanitary sewer.

Sump must be retained to receive only footer tile drains with sump pump elevating and discharging this water into line now carrying down spout drains to storm drainage ditch or storm sewer.

Building floor drains are required to discharge into the sanitary sewer.

7. **Septic Tank and Treatment Plant Elimination**

Abandoning existing septic tanks and treatment plants, except those required for industrial pretreatment shall:

- A. Shall be uncovered, a licensed waste hauler shall completely pump the

septic tanks, leach pits, lift stations, distribution systems and systems dry and remove and dispose of the waste according to applicable regulations. A receipt of tank pump out required and a copy must be submitted to the Village.

- B. The tanks may be removed or if not removed
  - a. The tank head shall be caved in, and
  - b. A hole knocked in the bottom of the tank
- C. One (1) 50lb. bag of lime shall be spread on the bottom of the tank
- D. Back fill the tank to existing grade with fill sand or suitable fill dirt. Any broken concrete placed in the tank shall be placed parallel to the bottom of tank
- E. Distribution boxes shall have their lids removed and be filled with native soils or granular fill.
- F. Electrical wiring shall be disconnected according to all applicable codes.

8. **Commercial – Control Manholes Required**

Existing commercial buildings may have separate sanitary and oil grease separator lines exiting the building. A control manhole is required to intercept these lines before discharge to the public sewer. This requirement also applies to multiple buildings.

9. **Inspections**

Village Inspector will need to be on-site for the entire sanitary sewer installation.

Every new line and all connections must remain exposed until the following takes place:

- A. All connections are made.
- B. The septic system is eliminated.
- C. Pressure or smoke testing of installation.

Any work concealed before an inspection shall be uncovered.

**\*\*48-HOUR NOTICE FOR INSPECTION REQUIRED\*\***

**(Please call with notice by 11:00 a.m.)**

10. **Permit Fees – Bond – Insurance – Workers’ Compensation**

A. Permits - Residential	\$300.00
Commercial/Industrial	600.00
GlenCairn	1,000.00

	Reinspection Fee	50.00
B.	Sewer Tapper's License Fee (annual)	50.00
C.	General Liability Insurance \$500,000 each occurrence / \$500,000 aggregate	

NOTE: This is a summary of Village regulations governing sewer connections.  
For additional information, please refer to the Village's Sewer Use Ordinance  
(Available upon request).

D. Contractor must supply the Village a copy of their Certificate of Premium  
Payment from the Ohio Bureau of Workers' Compensation.