

# **SEWER AND STORM DRAIN CONNECTIONS – THE S-PERMIT**

## **8.8 How to Check a Sewer Permit and Storm Drain Permit**

The following list of items can be used by BOE staff to check the Sewer Permit and the Storm Drain Permit. The Dye Test, Sewer Permit, SFC Certificate, and Storm Drain are all processed using the sewer computer application. This checklist is based on using the sewer computer application.

- 1) Verify the identification of the applicant and the location of the work
  - Applicant's complete information, such as name, address and telephone
  - Verify job address by completing an address search
  - Verify the applicant is a Bonded Sewer Contractor
- 2) Verify scope and type of work
  - Check the width and length of the trench
  - Make sure Sewerage Facilities Charges (SFC) and Bonded Sewer Fees are paid; if not, then include them in the application
  - Make sure the applicant has made consideration for obstructions such as meters, poles, fire hydrants
  - Make sure a "wye" is available for connection, otherwise a saddle connection is required
  - Make sure two separate lots or properties are not connected to one lateral
- 3) Determine all clearances and related permits
- 4) Determine if a field check is required
- 5) Determine fees
  - The computer application will calculate the BOE fees and SFC credits and fees. Please check SFCs carefully.
  - Discuss fees and refund policy with the Applicant
  - Verify Applicant is willing to pay fee
  - Calculate fees
- 7) Permit Issuance
  - Obtain required Applicant's signatures on the SFC (if any) and permit
  - Obtain payment and submit it to the cashier