

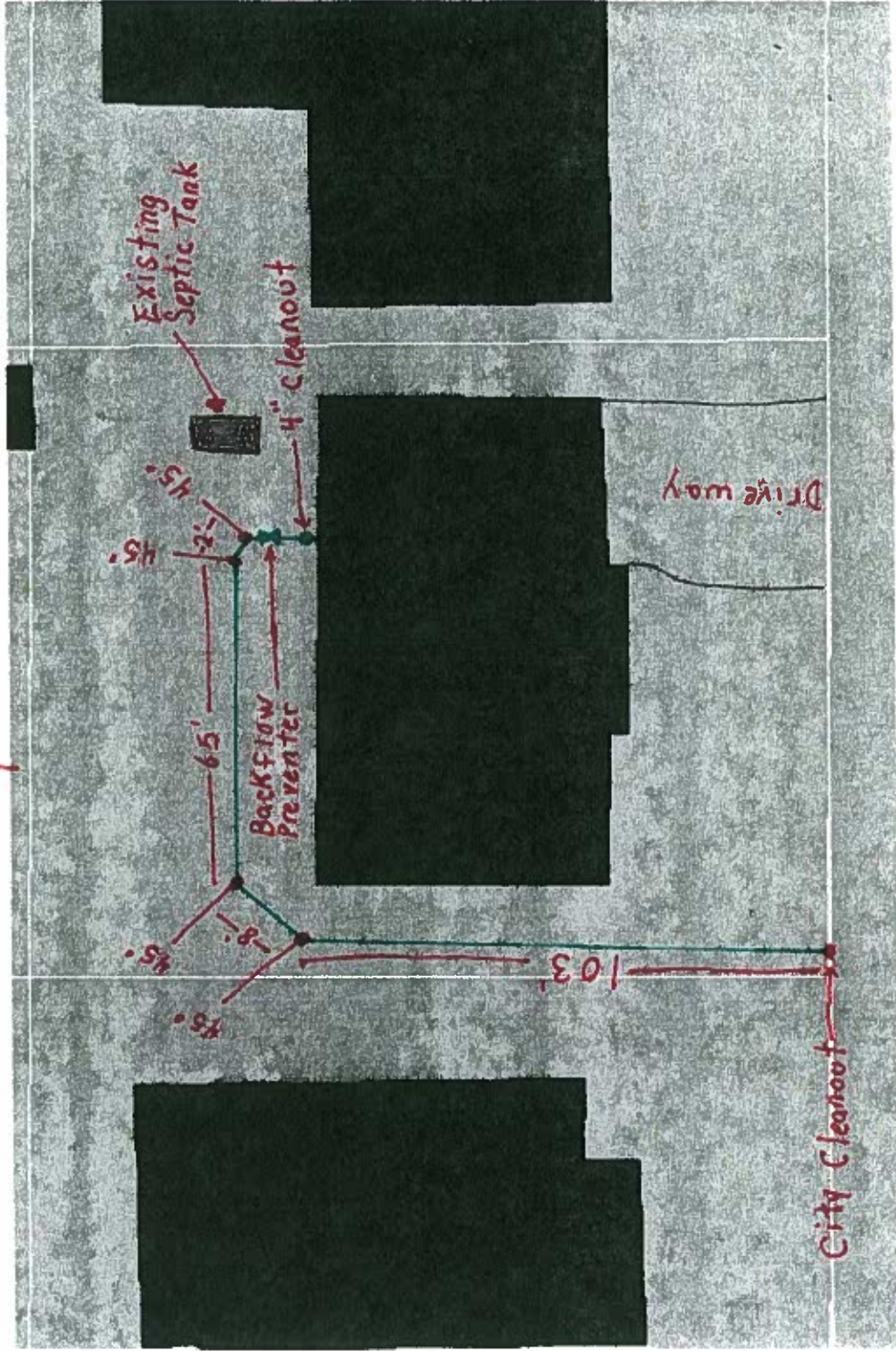
WASTEWATER PERMIT APPLICATION CHECKLIST

- Complete Application (Make sure application is completely filled out)**
Take the time to double check the property address, parcel number, owner and contractors Names and correct address/phone information. Make sure that all information is completely filled in, spelled correctly and that the application is signed by the applicant.
- For residential sewer connections:** A detailed site plan must be submitted before a permit can be issued. *
- For commercial sewer connections:** A plot plan with dimensions and/or units must be submitted before permit can be issued. *
- Inform applicant of the new Chapter 13 Requirements:** Backwater Prevention Device
(give examples if requested)
- Capacity Fee: Dry lines only:** Capacity fee does not have to be paid at this time (please note on the gold card that capacity fee has not yet been paid to alert the inspector in the field of this issue).*
- All other permit applications:** Capacity fee must be paid before permit can be issued. *
- Please make sure that it is noted on the "Dry Line" permit that the capacity fee has not been paid.*
- Remarks:** Please make sure that the applicant fills in the remark section with any issues that need to be addressed or issues that the inspectors will need to address in the field (this can also be used by Community Development Counter for any issues).
- Signature owner/contractor:** Please insure that the applicant signs the application after reading and filling the application completely. Also make sure that the City Representative also signs and dates the application as well. *
- Every attempt shall be made to do no work, or store no materials within City Rights-of-Way:** (i.e. portable toilets, dumpsters, construction materials or equipment, stockpiles, etc.). In the event that this is not possible, a Right-of-Way permit shall be secured prior to working within, or placing anything within, the Right-of-Way.
(Give application if requested)
- This completed form is to be attached to the application packet**

Note: If items followed by an asterisk (*) are not submitted with the initial application, the review process cannot begin. The customer will have to provide the missing items before the w.w permit process can begin. Without these items it could prolong the permit process for issuance.

- Customer informed of missing submittal information. By: _____

Example



(NOTE) Size and type of pipe: 4" SDR 35 P.V.C.