



Sewer Taps/Sewer Repair Permit
1 South Sandusky Street * Delaware, Ohio 43015
Planning and Community Development
Phone 740.203.1650 Fax 740.203.1699
www.delawareohio.net

Date _____ Permit# _____

Address _____

Owner _____ Phone _____

Contact person's email address/phone _____

Contractor _____ Phone _____

Does property have Delaware City Water? Yes No

Excavation in the roadway and or sidewalk in the right-of way? Yes No

Parcel Number _____

Lot frontage _____ Permit fee \$ 25.00 _____

Ordinance _____ Capacity fee (ERU)\$ _____

Size of tap _____ Front yardage fee \$ _____

Water meter size _____ Total Due \$ _____

Sewer Repair _____

The owner/agent is required to comply with all rules and regulations regarding sanitary sewer service as described in Chapter 917 of the Codified Ordinances of the City of Delaware. Any and all work is to comply with City Construction Standards (Copies available).

Owner/Agent Signature

Date

Utility Official

Date

Call OUPS before you dig!

The City of Delaware, by issuing this permit, is not guaranteeing the quality of the materials or the workmanship of the contractor. The City reserves the right to revoke any registration or issue a stop work order for non-compliance with City codes.

Process for customer NEW SEWER TAP

- 1) Fill out permit
- 2) Drop off at City of Delaware Planning Department

Process for Planning Department

- 3) Date stamp
- 4) Put copy in pending folder
- 5) Forward to Engineering to calculate fees-COMMERCIAL ONLY (engineers forward public utilities)
- 6) Forward to Public Utilities 1st for residential
- 7) We get permit back here
- 8) Email or call customer for them to pick it up

Process for customer

- 9) Customer pays
- 10) Customer calls us to set up inspection for sewer tap 740.203.1650

Process for Planning Department

- 11) Inspector calls into us to let us know tap has been made
- 12) E-MAIL utility billing office (Deb Brenner) informing them tap has been made to then set up customer account

14 days on average for processing

Process for customer for SEWER REPAIR

- 1) Fill out permit
- 2) Drop off at City of Delaware Planning Department

Process for Planning Department

- 3) Date stamp
- 4) Give to inspector for review
- 5) After approved, enter into database
- 6) Contact customer, give them dollar amount
- 7) File our copy
- 8) Email public utilities to make him aware of repair

Process for customer

- 9) Customer pays
- 10) Customer calls us to set up inspection for sewer 740.203.1650

5-7 days on average for processing