



**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 \$ \_35.00\_(1321.01)\_\_\_\_\_

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

\_\_\_\_\_  
Building Department Date

**Call OUPS before you dig!**

**Process for customer NEW SEWER TAP**

- 1) Fill out permit**

**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.**

- 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 1<sup>st</sup> 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 building inspector for review
- 5) After approved, enter into database
- 6) Contact customer, give them dollar amount
- 7) File our copy

**Process for customer**

- 8) Customer pays
- 9) Customer calls us to set up inspection for sewer repair 740.203.1650 or call 740.203.1900 for cleanout installation and misc work.

5-7 days on average for processing