



# SANITARY SEWER CONNECTION PERMIT



Sanitary Sewer Department  
1240 North Boo Road • Burns Harbor, IN 46304  
P 219-787-1165 • F 219-787-1353  
sanitationclerk@burnsharbor-in.gov • www.burnsharbor-in.gov

Lot Number: \_\_\_\_\_

New Construction: YES  NO

Date: \_\_\_\_\_

Number of ERU's \_\_\_\_\_

Address/Location of Connection: \_\_\_\_\_

Contact Name for this Address: \_\_\_\_\_

Contact Phone Number for this Address: \_\_\_\_\_

Property Owner's Name(s): \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

Property Owner's Phone Number: \_\_\_\_\_

Installation Contractor: \_\_\_\_\_

Contractor Telephone Number: \_\_\_\_\_

Installed by Property Owner YES  NO

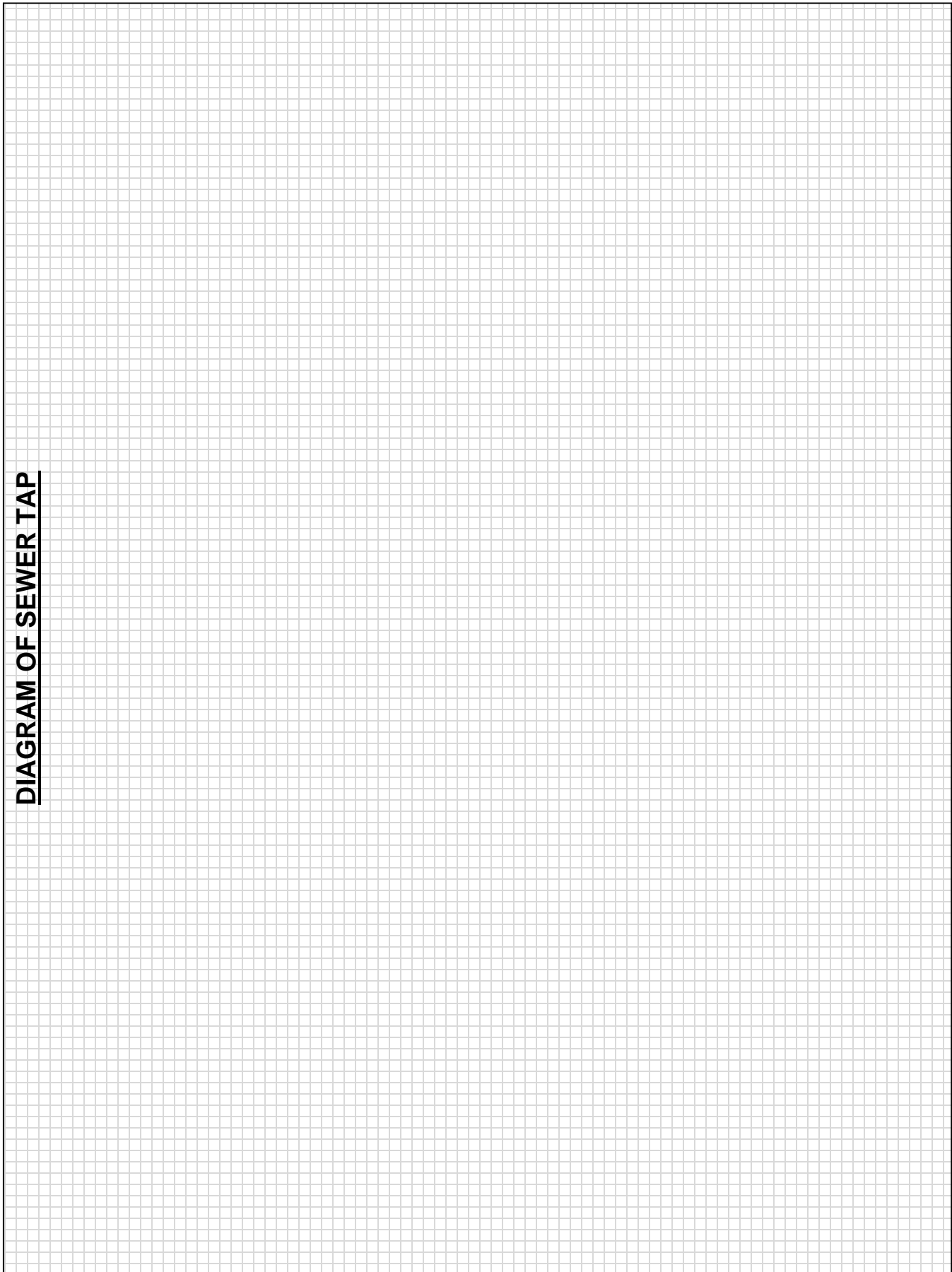
\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Contractor Signature

**48 hours' notice must be given to the Burns Harbor Sanitary Sewer Department prior to any work beginning on tapping into the sanitary sewer system. A pre-inspection of the property is required before any work is to begin.**

**NOTE: THIS SANITARY SEWER CONNECTION PERMIT IS NON-TRANSFERABLE**

| THIS BOX FOR OFFICE USE ONLY                             |                                 |                             | Employee Notes               |
|--|---------------------------------|-----------------------------|------------------------------|
| \$100.00 Inspection Fee                                  | Paid \$ _____                   | Date _____                  | _____                        |
| Tap On Fee   | Paid \$ _____                   | Date _____                  | _____                        |
| \$100.00 Locate Fee                                      | Paid \$ _____                   | Date _____                  | _____                        |
| Sewer Permit Issued                                      | Date _____                      | # _____                     | _____                        |
| Called for Pre-Inspection                                | Date _____                      | Time _____                  | _____                        |
| Pre-Inspection Made                                      | Date _____                      | Time _____                  | _____                        |
| Called for Final Inspection                              | Date _____                      | Time _____                  | _____                        |
| Final Inspection Made                                    | Date _____                      | Time _____                  | _____                        |
| Downspouts, Sump Pump Removed from Sanitary Sewer System | YES <input type="checkbox"/>    | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Other Clear Water Eliminated                             | YES <input type="checkbox"/>    | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Septic Tank Abandoned                                    | YES <input type="checkbox"/>    | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Requires Re-Inspection                                   | YES <input type="checkbox"/>    | NO <input type="checkbox"/> | Date Re-inspection _____     |
| _____<br>Inspector Signature                             | _____<br>Inspector Printed Name |                             | _____<br>Date                |



**DIAGRAM OF SEWER TAP**

## SANITARY SEWER CONNECTION PROCEDURES AND SPECIFICATIONS

Revised January, 2017

### A. GENERAL

These specifications provide the general rules and policies as set forth by the Town of Burns Harbor, for the design and construction of sanitary sewer service connections. These connections are defined as the sanitary sewer line that is installed from the building foundation to the sanitary sewer main tap.

These specifications are to be used in conjunction with all other local, state, and federal regulations and codes.

Liability and responsibility for the installation of the sanitary sewer line, including the open trench during inspection, and the connection to the tap, rests solely with the property owner, and or with the contractor doing the work. The property owner, and or contractor shall provide all necessary safety measures during the installation of the sanitary sewer connection.

No unauthorized person shall uncover, make connection to, or otherwise alter or disturb any part of the Burns Harbor Sanitary Sewer System without explicit written permission from the Town of Burns Harbor.

A separate and independent sanitary sewer service line shall be provided for each building and or living unit receiving sanitary sewer service.

The Town of Burns Harbor specifically prohibits access to individual lots across sanitary sewer easements.

### B. NOTIFICATION, PERMIT REQUIREMENTS, AND FEES

It shall be the responsibility of the property owner to obtain the required permit by contacting the Town of Burns Harbor Sanitary Sewer Department, from 8:00 a.m. to 4:00 p.m. (local time), Monday thru Friday, (except for observed legal holidays) at 219-787-1165. The permit may be obtained by the property owner or his/her authorized agent. The property owner must sign the permit. If an authorized agent obtains the permit, both the property owner and the agent must sign the permit. **The inspection fee of \$100.00 must be paid at the time the permit is obtained. A locate fee of \$100.00 must also be paid at the time the permit is obtained (Ordinance 245-2011).** The property owner shall also be responsible for all other required permits, such as building permits, driveway permits, etc. Please note: Sanitary sewer taps requested for **new construction** shall be subject to a tap-on fee. **All sanitary sewer taps requested after 12/31/2004 shall also be subject to a tap-on fee. Tap-on fees are: \$1,000.00 for a 6" or smaller sanitary sewer tap, and \$2,000.00 for an 8" or larger sanitary sewer tap.**

### C. INSPECTION

An employee of the Town of Burns Harbor must perform a pre-inspection of the site before work begins. For this reason, a start time must be given. **At least 48 hours' notice must be given to the Sanitary Sewer Department to schedule inspections.** After the permit is issued, the connection to the sanitary sewer tap may be made. A Sanitary Sewer or Street Department employee will also need to check the site before the work for the day is completed. The line must be capped with a manual plug if the sewer installation is not completed that day. If the work is not

completed in one day and water has accumulated in the ditch, it must be pumped before work can continue. A dry ditch is required.

The entire length of the connection from the foundation to the sanitary sewer main tap must be left exposed for inspection. **The connection cannot be backfilled until after the connection is approved and the permit form is signed by the inspector.** Every effort will be made to expedite this process so that the trench can be backfilled as soon as possible. In the event the property owner's sewer line is not completed and ready for inspection upon the inspector's arrival, it will have to be scheduled for re-inspection.

There are to be no open sewers in crawl spaces or basements. They must be plugged.

#### **D. PROHIBITION AGAINST CLEAR WATER DISCHARGES**

The building plumbing must be available for inspection, in order to insure clear water is not being discharged into the sanitary sewer system. It is unlawful to cause or allow the installation of a sanitary sewer connection, when such sanitary sewer connection has any of the following sources of clear water connected to it:

1. Foundation/footing drains
2. Sump pumps that collect groundwater
3. Roof drains
4. Heat pumps discharge
5. Cooling water discharge
6. Other sources of clear water

Physical separation of the above sources from the sanitary sewer line is required. Valving is not an acceptable means of separation. Further, it is deemed unlawful to discharge any liquid or substances into the sanitary sewer system, other than those liquids or substances allowed by the Burns Harbor Sewer Ordinance.

There is to be **no dumping** of any type of water or liquids into the sanitary sewer or storm sewers.

#### **E. SEWER CONNECTION RESPONSIBILITY**

It shall be the responsibility of the property owner to make all necessary repairs, extensions, relocations, changes, or replacements to the sanitary sewer service line, and/or any accessories thereto.

#### **F. MATERIALS**

Residential building sanitary sewer service lines shall be 6"0 SDR 35 PVC pipe conforming to ASTM D2241. Joints shall be flexible gasketed, push-on, compression type joints, assembled in accordance with the pipe manufacturer's recommendations.

#### **G. DESIGN**

The building sanitary sewer service line shall be designed and constructed to allow proper flow and velocity of sewage away from the building. The sewer pipe shall be installed at not less than 1/8" per foot slope for 6" diameter pipe (1% slope).

Trench width shall be a maximum of 24" measured at the top of the sewer pipe, with a 4" minimum bedding of sand below the pipe, and 6" above the top of the pipe. Care shall be taken when backfilling the trench to ensure that large rocks or other objects do not rest directly on the sewer pipe. The trench shall be backfilled with granular material, to a minimum of 12" over the top of the pipe. The granular backfill shall be compacted with a vibratory plate to 95% modified proctor density.

No 90-degree bends shall be allowed. If the sanitary sewer connection route requires a 90-degree turn, it shall be accomplished by using two 45-degree bends. There shall be a minimum of 12" between 45-degree bends.

There shall be a cleanout installed just outside the building foundation, of the same size pipe as the sewer, as well as every equivalent 90-degree turn, and/or every 150 feet in the sewer line. Cleanouts shall have a screw-on cap, shall be water tight, and shall extend a minimum of two inches above finished grade.

Please see page 5 of this document for a figure of a typical sewer connection for the Town of Burns Harbor.

#### **H. EXISTING SEPTIC TANKS AND SYSTEMS**

The Town of Burns Harbor requires all existing septic tanks, septic tank tops, leach beds, and associated dry wells (if any) be abandoned, disabled/crushed, and filled with sand or clean bank run gravel. All existing septic tanks shall be pumped and cleaned out regardless of final tank disposition. Holes shall be punched into the existing septic tank bottom, to prevent the tank from holding water. This work shall remain open for inspection. Further use of existing leach beds and field tile is discouraged. The property owner shall present written proof to the inspector that the septic tank was pumped prior to abandonment.

#### **I. PENALTIES**

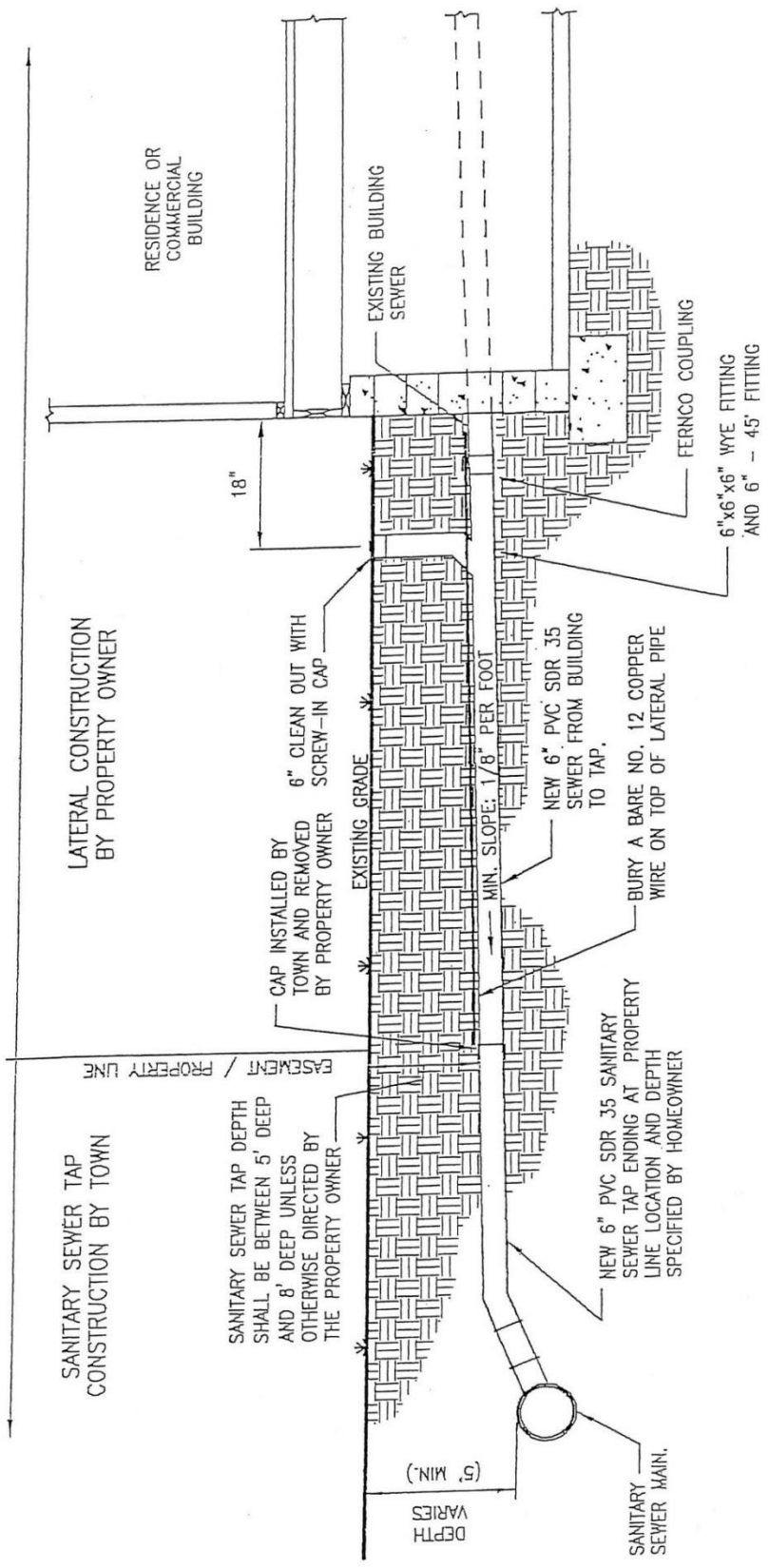
In the event that the Town of Burns Harbor determines that a violation of these specifications exists, the Town shall notify the violator by certified mail that such violation exists. The notice shall describe the nature of the violation, and the corrective action(s) that must be taken. Such corrective action and re-inspection shall be made within 30 days of receipt of such notice. Any person violating any provisions of these specifications shall be subject to the penalties in accordance with those established by the Town of Burns Harbor, Porter County Health Department, and other applicable state or federal laws. The Town of Burns Harbor shall assess the violator a penalty of \$100.00 per day, per violation, for each day that the violation remains uncorrected after the 30-day period.

#### **J. SAFETY**

All excavations shall be protected by barricades and lights, or other appropriate means. No excavation shall remain open longer than 48 hours. The individual property owner shall be responsible for notifying all public utilities and obtaining utility locates. Dial 811 or submit an online request at 811Now.com.

#### **K. RESTORATION**

The property owner shall be responsible for satisfactorily restoring all affected sanitary sewer easements.



NOTES:

1. NO 90° BENDS SHALL BE USED. ONLY USE TWO 45° BENDS WITH 1' OF PIPE NIPPLE BETWEEN BENDS
2. ONE CLEAN OUT IS REQUIRED AT THE BUILDING. ADDITIONAL CLEAN OUT(S) ARE REQUIRED FOR SEWER LINES GREATER THAN 150' IN LENGTH.

figure 1

PREPARED: July 25, 2001

**McMAHON ASSOCIATES, INC.**  
 ENGINEERS • ARCHITECTS  
 PROJ. MGRS. • SURVEYORS

Town of Burns Harbor  
 typical sewer connection

NOT TO SCALE

## ACKNOWLEDGMENT

I have read and understand the sewer connection procedures and specifications. I understand that if a violation of these specifications is found to exist, I am subject to the penalties in accordance with those established by the Town of Burns Harbor, Porter County Health Department, and other applicable state and federal laws, as well as re-inspection fees if re-inspections are found necessary.

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Printed Name of Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor Company Name

If the property owner is installing the sewer connection, a signature is required below.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Printed Name of Property Owner

\_\_\_\_\_  
Date