



Excavation/Utility Tap-in Permit Process

Background

Chapter 903 of the Codified Ordinances requires an Excavation/Utility Tap-in Permit for construction in the public rights-of-way which includes the street and the curb lawn.

Who needs an Excavation/Utility Tap-in Permit?

Typical projects include: connection of water, sanitary and storm sewer service lines to the municipal infrastructure and the construction or modification of driveways and driveway aprons.

How do I get an Excavation/Utility Tap-in Permit?

Permit applications are available at Oberlin City Hall at 85 South Main St. in Oberlin from the Public Works Department. Permit applications can be sent; please call (440) 775-7218 and the permit application is available at: <http://www.cityofoberlin.com/for-residents/permits>.

Completed permit applications are returned to the Public Works Department at Oberlin City Hall. Public Works staff will review the application to ensure compliance with approved plans for the project and the City's specifications and Public Works Standards. Approved permits are picked up at City Hall with payment of applicable fees. The fee schedule is on the application.

Public Works staff will inspect the work for compliance with approved plans and specifications.

What information do I need to provide to complete the Permit Application?

The property owner or his/her contractor (applicant) is required to submit a complete, signed Excavation/Utility Tap-in Permit application to the City for review and approval. The application must include a site plan which shows the location of the existing street, curb, sidewalk and other relevant infrastructure including the proposed improvements. The applicant must submit proof of insurance as outlined on the application. Fees are assessed in accordance with the scope of work. Certain other requirements may apply:

- Where excavation requires partial or complete road closing, the permit holder is responsible for securing the work area in accordance with the Ohio Manual of Uniform Traffic Control Devices. The permit holder shall be responsible for coordinating all road closings with the City to ensure proper notification to safety services. Please call 775-7218 as far in advance as possible.
- The applicant is responsible for contacting the Ohio Utilities Protection Service (OUPS) at 1-800-362-2764 to locate all underground utilities. OUPS responds within 48 hours. All utilities must be located prior to commencing any construction activity.
- Excavation is prohibited in newly paved streets for a period of two years, excepting only emergencies and with the prior approval of Oberlin City Council in accordance with Section 903.11 of the City's Codified Ordinances.

Are there different requirements for different types of work? Yes, requirements vary:

Water Service. Chapter 911 of the Codified Ordinances governs the provision of water service. For a new water service up to 2", the City is responsible for the street opening, connection to the water main, installation of the lateral to the curb stop and related restoration work. The applicant is responsible for the service connection to the house. Type K copper is required. The City will provide and install the water meter and remote read device. Standard residential meters (5/8" x 3/4") are included in the service connection fee. An Excavation/Utility Tap-in Permit is also required for service connections larger than 2". Standard details are available. Contact the Water Division at 775-7290 for additional information.

Sanitary Sewer Service. Chapter 915 of the Codified Ordinances governs the provision of sanitary sewer service. The applicant is responsible for all costs associated with the initial installation of the sewer lateral including the extension of the lateral into the sewer easement or public right-of-way, installation of an approved inspection T with enclosure, the street opening and restoration, opening the sewer main and the construction of the connection. Standard details are available. Contact the General Maintenance Division at 775-7270 for more information.

The owner shall maintain and keep in good working order the sewer lateral from the premises to the edge of the public right of way. Where the property owner has installed, at his or her expense, a City-approved inspection tee at the right-of-way line and street opening and restoration is necessitated by a structural failure or blockage in the sewer lateral located within the public right of way, repair work shall be done by and at the expense of the City (915.11(d)).

Storm Sewer Service. Connections to the City's storm sewer system are governed by the Public Works Standards. Best management practices discourage the direct piped discharge of storm water to the receiving waters. Immediate discharge of storm water increases the possibility of downstream flooding and contributes to impaired water quality by increasing erosion. The City encourages the retention/detention of storm water as near the site at which it falls as may be practical. Contact the Public Works Department at 775-7218 to discuss connections of roof drains, sump pumps, yard drains, etc. to the storm sewer system. An engineering analysis may be required depending on project scale. The owner is responsible for all costs associated with the installation, maintenance, repair and replacement of storm sewer laterals.

Driveways/Driveway Aprons/Curb Cuts. Work practices and materials specifications for demolition and installation of curbs/curb cuts and driveway aprons are submitted on the Excavation/Utility Tap-in Permit application. Standard details are available.

Demolition/Abandonment of existing utilities. Requirements vary based on specific site conditions. Where existing utility service connections are to be abandoned, the connection must be properly terminated at the water, sanitary sewer or storm sewer main. Existing connections may be re-used only after their condition has been reviewed and approved by the Public Works Department. Existing connections that do not meet current standards may not be re-used.

ALL WORK MUST BE INSPECTED. CONTACT THE PUBLIC WORKS DEPARTMENT AT 775-7218 TO SCHEDULE AN INSPECTION.

What is the time frame for the Excavation/Utility Tap-in Permit process? The time frame will vary depending on the scope of the proposed project and staff availability. Permit applications are generally reviewed within five working days. The application must be approved by the City Engineer or the Public Works Director prior to beginning any work.