

October 22, 2018

SUBJECT: Sewer Tappers License Renewal For 2019

To Whom It May Concern,

I hope you have all had a good year! It's now time to begin preparing for 2019. In order to pull MSD tap permits you need to renew your tappers license. In order to renew please send us the following items:

1. Tappers Application, completed for each individual that has passed the licensing test.
2. Official bond form or continuation certificate.
3. License fee of \$170.

All licensing paperwork should be directed to:

Metropolitan Sewer District
Development Services Branch/Permits Section
1600 Gest Street
Cincinnati, Ohio 45204

We now accept credit cards! Payments for tap and inspection fees can be made in person at our office. We will not take payments over the phone. We will charge a separate fee of 3% of the total charge to cover payment processing costs.

We would like to remind you of several important items and policies:

- The tap-in-fees for 2019 are scheduled to be adjusted according to MSD Rules and Regulations Section 1215. The new fees will become effective on 1 January 2019. Enclosed is the proposed 2019 schedule for your information. Any permit applications with tap-in-fees received on or before close of business 31 December 2018 will be processed at the current 2018 rate. All applications with tap-in-fees received after that date are to reflect the 2019 fee schedule. Please contact Development Services at (513) 244-1330 to confirm the appropriate tap-in-fee prior to the submission of your application.
- In accordance with MSD Rules and Regulations, **Section 1215 (B)(11)(c)** a tap-in-fee is required when a plumber increases the domestic water meter size, with a credit given for the old domestic meter size, even when a MSD tap permit is not required. Please note that you are responsible to communicate to your client that a MSD tap-in-fee is necessary when a project requires additional domestic water. MSD receives notices from the water districts when new meters are purchased. There have been multiple instances of projects being held at the last minute due to a failure to pay this fee. **If you purchase a meter for a project, PLEASE call MSD to determine if a sewer fee is due!! Holding up your customer's Certificate of Occupancy for a surprise sewer fee is not good for your business.**
- You are required to have a MSD inspector ensure that construction is performed per MSD Rules & Regulations. Please have the trench, bedding and new pipe exposed for their inspection and perform the backfill over the pipe as per their direction. For permit inspection, please contact our Field Office at **244-5537** between the hours of 7:00 am and 9:00 am. A representative from your company is to be at the job site when the inspection is performed to review and discuss any issues.

- **Special permits are required from this office for all sewer tap repairs** including sewer lining and pipe bursting projects. We understand some repairs are urgent and at times can be classified as an emergency repair. These applications will be handled with an equal sense of urgency and can be emailed to MSDTapPermits@cincinnati-oh.gov
- MSD Rules & Regulations, Section 1213 indicates that MSD can charge additional inspection time for (1) return trips due to lack of expected progress, (2) emergency conditions necessitating immediate response and (3) abnormal working hours. In the opinion of the MSD Field Office, if the above construction situations occur, MSD will charge additional time and your company will be billed for special services of inspection time at a rate per hour. See the enclosed fee schedules regarding the rate per hour.
- **We have a new and improved tap permit application!** The new application functions as a checklist for each type of job we typically issue a permit for. The online version can be completed on your computer and attached to an email with one click. Please make good use of the checklist feature – **the better your application package, the faster our service to you.** Complete instructions can be found with the application at MSDGC.org > Customer Care > Permits and Records.
- **Dry Tap permits have a new look** to remind everyone that it is **NOT a permit to connect the building** to the sewer. Take whatever steps you need to make sure the building is not connected without a proper final connection permit. This avoids problems later when the project is wrapping up but it is discovered that permits were not issued.

MSD Development Services business hours are 7:30am to 4:00pm, Monday through Friday, excluding holidays. We are located at 1035 Woodrow St. 45204. Our phone number is 244-1330.

If you have any questions concerning the above, please contact Rob Kern, Permitting Supervisor, at (513) 244-5588.

Sincerely,



Pat Arnette, P.E.
Deputy Director
Metropolitan Sewer District of Greater Cincinnati

PA/rmk/tc

Cc: OOD; PD; WWA; DIW; WWC; WWT; SMU; Solicitor's Office; H.C. Plumbing; City Plumbing; Field Office, Ohio Valley Development Council (HBA), 415 Glensprings Dr. Cin. Oh. 45246; PHCC of Ohio, 18961 River's Edge Dr., Chagrin Falls, Oh. 44023; CAGIS; Ham Co. Bldg. Dept.; City Permit Center; H.C Soil & Water

F:\WWE\Internet\2019 Fees\Renewal Instructions for Sewer Tappers 2019-Fees Proposed



Date: _____

Sewer Tapper's License Application

Name of Company: _____

Company Address: _____

Phone Number: _____

Contact Name/Cell #: _____

Fax Number: _____

E-Mail Address: _____

List All Licensed Sewer Tappers Working For Your Company Below

Name of Licensee: _____

Address: _____

Phone Number: _____

Signature of Licensee: _____

Name of Licensee: _____

Address: _____

Phone Number: _____

Signature of Licensee: _____

Name of Licensee: _____

Address: _____

Phone Number: _____

Signature of Licensee: _____



**THE METROPOLITAN SEWER DISTRICT OF GREATER CINCINNATI
LICENSED SEWER TAPPER'S BOND**



RECEIPT NO#	DATE ISSUED:	LICENSE NO.
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We

(Business Name)

(Licensee)

(Mailing Address)

(City) (State) (Zip Code)

(Business Phone)

And _____ surety (sureties) are held and firmly bound unto the Metropolitan Sewer District of Greater Cincinnati ("MSD"), in the penal sum of Ten Thousand Dollars (\$10,000.00) for the payment of which we hereby jointly and severally bind ourselves and our legal representatives

The conditions of the above obligation are such that, whereas, the above-named principal has made application to the Director of MSD for a license as a sewer tapper, for the period ending December 31, _____, to carry on the business, undertake the employment and do the work of tapping and making connections with the public sewer and drains of MSD and of building for private use such lateral drains, with approved fixtures and laterals to connect therewith, as the Director of MSD might from time to time authorize in each particular case to be made in accordance with applicable MSD rules and Regulations and in compliance with Federal, State and local safety laws and regulations including, but not limited to, Occupations Safety and Health Administrations requirements.

Now, if the said principal shall well and faithfully and in a workmanlike manner make, perfect and perform the several connections with necessary fixtures and laterals; and conforms to any and all Rules and Regulations and orders of MSD; and completes installation and repair of all work undertaken; and promptly, at the proper time, replaces and restores the street to as good a state and condition as said principal found it previous to opening the same; and if the said principal shall indemnify and save MSD harmless from all loss or damage that may be occasioned in any way by accident or the want of care or skill on said principal's part, or on the part of anyone in the employ of said principal, in the prosecution of any or all of such work undertaken by said principal, including all costs and expenses arising from the defense of said claims; then this obligation shall be void; otherwise, the same shall remain in full force and effect.

Further, when there is an existing lateral, T or Y branch, that said principal is going to connect to, then the existing lateral must be tested to see if the pipe is operational for use and there must be an MSD inspector present to observe and approve same.

Dated at Cincinnati, this _____ day of _____, 20_____.

Approved as to form and
Sufficiency of Sureties

Assistant City Solicitor

Company Name

Owner / Contractor Printed Name

Owner / Contractor Signature

Licensee's printed name

Licensee's signature

By: _____
Surety / Company Name

By: _____ SEAL
Attorney-In-Fact, Signature

By: _____
Attorney-In-Fact, Print Name

INSTRUCTIONS TO APPLICANT

1. Fill in the blanks and provide the proper signatures.
2. Attach the certified Power of Attorney.
3. A check payable to the Treasurer, City of Cincinnati (see cover letter for amount).
4. Submit the above noted items directly to MSD, 1600 Gest Street, Room 100 Cincinnati, Ohio 45204. Phone number 244-1330. MSD will forward the items to the office of The City of Cincinnati Solicitor for approval.

No permits will be issued until The Metropolitan Sewer District of Greater Cincinnati has the signed bond form approved by the Assistant City Solicitor.

Development Services

Mailing Address: 1600 Gest St. Cincinnati, Ohio 45204
 Tap Desk: 1035 Woodrow St. Cincinnati Ohio 45204
 MSD Website – www.msdcg.org
 E-mail – msdtappermits@cincinnati-oh.gov



MSD Tap Permit Requirements

Items Necessary to Acquire a Tap Permit from the Metropolitan Sewer District Include:

1. Approved Availability of Sewer Service Application. http://msdcg.org/downloads/permits_records/availability_form.pdf
2. A contractor that is licensed by MSD. http://msdcg.org/downloads/permits_records/sewer_tappers.pdf
3. Completed MSD Tap Permit Application form. http://msdcg.org/downloads/permits_records/sewer_tap_application.pdf
4. Copy of the building permit.
5. Appropriate Water Works form (in special cases a notarized letter, stating the domestic meter size).
6. Detailed site plan, showing the building sewer with sea level elevation at the sewer main and the lowest floor elevation of the building. For developments tributary to sanitary sewers, the site plan must demonstrate that no clean water connections such as a foundation or footer drains are connected to the sanitary building sewer.
7. The sewer main being tapped must have been tested and approved.
8. Street opening permit, where applicable (State, County, City of Cincinnati and other municipalities).

Please Note:

- All permits for storm water connections to a City of Cincinnati storm sewer will be issued by Stormwater Management Utility 591-5050.
- For permits to convert from a septic system to sewer service, a Tap-in Fee per the fee schedule listed below is due unless the property is a single family residence or a condominium. Tap-in Fee for such a permit is \$480.00 for a single family residence or condominium unit.

Tap-in Fees are Effective January 1, 2019 Please make check payable to “Treasurer, City of Cincinnati / MSD”

Domestic	2019									
Meter Size	Up to ¾ inch	1 inch	1 ½ inch	2 inch	3 inch	4 inch	6 inch	8 inch	10 inch	12 inch
Tap-in-Fee	\$4,300	\$7,790	\$17,810	\$32,060	\$72,700	\$129,820	\$293,660	\$552,870	\$816,530	\$1,174,630

The above Tap-in Fee schedule is based upon the size of the domestic water meter providing service to the structure as required by the MSD Rules & Regulation (Section 1215). All properties shall be subject to all applicable sewer service charges, assessments, connection charges, and Tap-in Fees which have been or may be established by the Board of County Commissioners in effect at the time such fees are collected.

- Full time inspection (\$90.00 per hour) required on 8" inch building sewers or larger with manholes and for special services.
- Sewer main installations require a deposit based on: \$6.00 per linear foot and \$610.00 per manhole (based upon \$90.00 per hour).

Metropolitan Sewer District Phone Numbers

Engineering Receptionist	244-1398
Building Permit Plan Review	352-4311
Subdivision Plan Review / Main Line / Availability	244-1351
Tap Permits / Records / Fees	244-1330
Industrial Waste Division	557-7000
Inspection	244-6537



2019 MSD CHARGES AND ASSESSMENT CREDIT ADJUSTMENTS
Effective January 1, 2019

Section	Service/Item	2018 Charge	2019 Charge
1007	Fee for preparation of as-built drawings	\$420 for first two segments/ \$80 each additional	\$430 for first two segments/ \$90 each additional
1212	Sewer Tapper License Fee	\$170	\$170
1403	Holding Tank Discharge Fee	\$170/vehicle	\$170
1404	Holding Tank Waste Disposal Fee	\$6/100 gals Holding Tank Capacity	\$6/100 gals Holding Tank Capacity
1540	One-time Discharge permit fee	\$380 each	\$390 each
1809	Construction Inspection Fee	\$80/hour	\$90/ hour
1216A	Single Family Assessment Credit	\$8,300	\$8,600

TAP-IN-FEE

WATER METER SIZE	2018 FEE	2019 Fee
5/8 AND ¾ INCH	\$4,170	\$4,300
1 INCH	\$7,560	\$7,790
1-1/2 INCH	\$17,280	\$17,810
2 INCH	\$31,110	\$32,060
3 INCH	\$70,550	\$72,700
4 INCH	\$125,990	\$129,820
6 INCH	\$285,000	\$293,660
8 INCH	\$507,450	\$522,870
10 INCH	\$792,440	\$816,530
12 INCH	\$1,139,980	\$1,174,630



Date: _____

2019 Inspection Fee Tabulation Sheet

Project Name _____

Sewer Number _____

MSD Licensed Sewer Contractor's Company Name _____

Check Amount _____ Check No. _____

Payer _____

Total Number of Manholes _____ X \$610.00 Per Manhole = _____

Total Length of 8" or Larger Main _____ X \$6.00 Per LF = _____

Total Amount of Deposit \$ _____

The above fees are based upon \$90.00 per hour.
If additional inspection is necessary, appropriate fees will be billed.

Approximate Sewer Construction Starting Date _____

Licensed Sewer Contractor's
Contact Name _____

Phone _____

Cell Phone _____

Receipt No. _____



2019 MSD Building Sewer Inspection Fees Table

(Section 1809)

Feet of Pipe	251-350	350-500	501-650	651-800	801-950	951-1100	1101-1250	1251-1400
Hrs Required for Inspection (est)	1	2	3	4	5	6	7	8
Fee	\$90	\$180	\$270	\$360	\$450	\$540	\$630	\$720

- i. No inspection fee charged for Building Sewers less than 250-feet in length
- ii. Permits issued for work scheduled under 250-feet in length can be subject to a \$90 minimum charge for required subsequent visits by an MSD inspector.
- iii. For building sewers in excess of 1,400 feet, the contractor is required to submit; in writing; an estimate for the number of work hours they are expected to be working. Based upon this estimate, MSD will require an inspection fee equal to 2 hours of inspection time per eight hour shift. For example, if a licensed sewer tapper is expecting to be working for five, eight hour days, then MSD will require an inspection fee of 4 days X 2 hours per day X \$90 per hour = \$720.
- iv. MSD's inspection fee fluctuates each year based upon Section 1809 of MSD's Rules and Regulations. Currently the fee is \$90/hour.