Residential Sewer Tap Guide

Below are the steps needed to make a sewer tap to Dekalb County's sanitary sewer system.

- 1. SEWER CAPACITY APPROVAL (ATTACHMENT 1)
 - All new buildings require sewer capacity approval (even demolitions). If a home was vacated before 01/01/2019, it is considered *new sewer* flow and cannot receive 'credit'. If the home was recently vacated (and connected to sewer), flow request should be zero.
 - b. <u>2022 SCR Sewer Capacity Request (link)</u> form is to be emailed to <u>Sewercapacity@dekalbcountyga.gov</u>. All highlighted fields are required, and a confirmation email will be sent once accepted.
 - c. System info (manhole ID) can be requested using the <u>DWM Map Request Form (link)</u>, and sample calculations for a single-family home are provided on the 2nd page.
- 2. PERMITTING (ATTACHMENTS 2 5)
 - a. All sewer connections not otherwise permitted in a Building or Land Disturbance permit need an application for **Water Meter & Sewer Tap** in <u>epermitting</u>. This is not a permit but is required to open a sewer account.
 - i. Must include Sewer Tap Application
 - ii. Must include a *Sewer Sketch* for approval (can be hand drawn see attached)
 - iii. Once processed, sewer impact fee (\$1,811.93 for one home) will be leveed.
 - iv. Sewer capacity approval will be verified and recorded once paid.
 - b. Permits are required but will vary depending on the project scope and location.
 - i. Utility/ road encroachment (if the connection is in the street or ROW)
 - If unincorporated Dekalb, email attached *Right of Way Encroachment Permit* to Ledrous Brown, Transportation Engineer <u>encroachmentpermit@dekalbcountyga.gov</u>.
 - 2. In City limits, the associated City must provide an encroachment permit.
 - ii. Plumbing and/ or minor site
 - 1. For unincorporated Dekalb, apply in epermits.
 - 2. In City limits, the associated City must provide permits.
- 3. MAKING THE PHYSICAL CONNECTION STEPS 1 & 2 MUST BE COMPLETED (ATTACHMENTS 6 9)
 - a. Dekalb does not make the physical tap on behalf of owners. The entire connection (including road renovation) is the responsibility of the owner or builder and must be coordinated with inspections. Email <u>dwminspect@dekalbcountyga.gov</u> to schedule inspections **prior to commencing work.**
 - b. If the sewer capacity approval was made using the sewer bank, a <u>certification (link)</u> by your installer or another appropriate contractor must be returned to <u>sewercapacity@dekalbcountyga.gov</u> to pass inspections.
 - c. DWM standard details related to lateral connections and road patches are enclosed. Utility contractors are responsible for complying with all DWM Minimum Standards.
 - i. DWM Water and Sewer Design Standards 5 10 18 (link)
 - ii. Addendum 1 2018 Design Standards (link)

Attachment & Links:

- 1 <u>2022 SCR Sewer Capacity Request (link)</u>
- 2 Screenshots of epermitting path for Water Meter & Sewer Tap
- 3 <u>Sewer Tap Application- FILLABLE (link)</u>
- 4 Sample Sewer Tap Sketch
- 5 <u>Right of Way Encroachment Permit (link)</u>
- 6 Sewer Credit Bank Plumbing Compliance Certificate (link)
- 7 DWM Typical Service Line & cleanout
- 8 DWM Typical Patch & Resurfacing Detail
- 9 DWM Typical Steel Plate Installation



2022 SEWER CAPACITY EVALUATION

Department of Watershed Management

Email request to: Sewercapacity@dekalbcountyga.gov

Project Name:			
Dekalb County AP # (if applicable):	Type of Development:		
Project Address:	Land Lot & Parcel ID:		
Estimated Month Flow Begins: (mm/yyyy) Total Peak Flow Requesting (gpd):	Replacing existing sewer customer? Yes No No I If yes, see calculations notes.		
Average Daily Flow Requesting (gpd):	Intended Tie-in Manhole ID: See Additional Resources		
Developer/ Owner Information			
Company Name:	Address:		
Contact Name:	City, State, Zip Code:		
Phone Number	Email Address:		
Engineer Information (if applicable)			
Company Name:	Address:		
Contact Name:	City, State, Zip Code:		
Phone Number	Email Address:		
Please include the following items in your submittal pa	ackage if applicable:		
Proposed Peak and Average Daily Flow Calculation based	on attached guidelines (See Appendix - A)		
 Detailed information about building use type(s) and unit counts for both proposed and existing uses, if applicable Requested flows greater than 500 GPD average daily flow should be sealed by a Professional Engineer If a new physical connection to the sewer is being proposed Geographical Information System (GIS) map clearly showing the proposed site(s) surrounding areas, and utilities. (See Page 3 for map request form) Proposed utility or site plan, if available Essential Services & Community Enhancement screener (optional - See Appendix B) 			
Name:	Date:		
Signed:	Seal: (if signed by Professional Engineer)		

Fill out all highlighted fields, sign form (electronically or scanned) and email to: sewercapacity@dekalbcountyga.gov

Additional Resources:

Water & sewer map request (manhole ID): <u>https://survey123.arcgis.com/share/c496b791b4cd497994fb38da543444f1</u> Watershed GIS requests: <u>dwm_gis@dekalbcountyga.gov</u>

Capacity Assurance Program: <u>https://www.dekalbcountyga.gov/watershed-management/capacity-assurance-program</u> Watershed Planning Docs: <u>https://www.dekalbcountyga.gov/planning-and-sustainability/watershed-guides-checklists-and-calendars</u>

Appendix - A (Revised 01/01/2020)

Table 1: Sanitary Flow Contributions from Site Specific Sources

CONTRIBUTOR	UNIT	DESIGN AVG DAILY FLOW (GPD)	
Barber Shop	Per Station	20	
Carwash (Automatic)	Per Unit	166	
Carwash (Self Service)	Per Bay	100	
Church (NOT including food or day schools)	Per 1,000 sf	30	
Coffee Shop/Deli/Fast Food	Per 1,000 sf	450	
Coin Laundromats	Per Washing Machine	400	
Commercial Laundromats	Per Washing Machine	640	
Daycare	Per 1,000 sf	150	
Dentist	Per dental chair	120	
Full-Service Restaurant/Bar/Caterer	Per 1,000 sf	550	
Gym/Dance Studio (w/o shower)	Per 1,000 sf	65	
Gym/Dance Studio (w/showers)	Per person	20	
Hair Salon	Per Shampoo Bowl/Chair	150	
Hospitals	Per bed	200	
Motel/Hotel	Per room	100	
Nail Salon	Per pedicure chair	50	
Nursing Home/Assisted Living	Per bed	125	
Offices	Per 1,000 sf	110	
Police/Fire Station	Per 1,000 sf	100	
Residence (Single family/Apts/Condo, etc.)	Per residence	185	
Retail/Shopping Center/Mercantile	Per 1,000 sf	100	
School	Per student	16	
School - w/gymnasium	Per student	20	
Service Station/Convenience Store	Per 1,000 sf	100	
Theater/Museum/Auditorium/Amusement	Per 1,000 sf	65	
Warehouse/Industrial	Per 1,000 sf	25	

GPD = gallons per day

Example Calculation – 1 house* 185 gpd = 185 gpd average daily flow

185 gpd * 2.5 (peaking factor) = 462.5 gpd peak daily flow

CALCULATIONS NOTES:

- Current, existing flow (since 01/2019) that is being replaced (previous use, demolished buildings, etc.) are subtracted from the flow request for both average and peak daily flow.
- Include information about the units in calculations.
- Your peak daily flow should be 2.5 times the average daily flow, per the peaking factor of 2.5

Simple calculations:

Appendix – B

Essential Services & Community Enhancement Screener (optional)

If we are unable to certify sewer capacity through wastewater modeling, some projects are eligible for special considerations in the Capacity Assurance Program. If you wish to be considered through these programs, please indicate if your project fits any of the below categories with a checkmark and provide documentation to <u>sewercapacity@dekalbcountyga.gov</u>.

Essential Services:

□ Healthcare facility

□ Public safety facility

Public school

□ Connection of existing untreated wastewater discharge (e.g. failing septic system) to the County wastewater system

Community Enhancing Projects:

Low-income housing which qualifies for U.S. Department of Housing and Urban Development (HUD) subsidies

Qualifies for the U.S. Dept. of Treasury New Markets Tax Credit Program e.g. grocery stores in food deserts

Government building or facility

D Project which has funding participation from federal, state, or local government

D Provides community enhancement and which is in an Economic Opportunity Zone

Supporting Information for Essential Services or Community Enhancement Project Designation:

Internal Use only:	
Date reviewed and accepted:	Signed:
Received by:	

Water Meter & Sewer Tap Application

Dekalb epermitting portal application path

Dekalb epermitting portal: <u>https://epermits.dekalbcountyga.gov/</u>

Notes:

- Though one application can be used for water & sewer for one address, a separate application is required for each location or meter.
- <u>Sewer capacity</u> should be applied for ahead of this application if connecting to sanitary sewer.

Prior to applying, gather the following documents:

- State issued ID
- <u>Sewer Tap Application</u>
- Sewer Sketch
- Water Tap Application

Summary of steps: Login \rightarrow Apply for Building Permit \rightarrow Building and Construction Permits \rightarrow Construction Permits in Unincorporated Dekalb County \rightarrow Water Meter & Sewer Tap

1. From the home page, select Apply for a Building Permit

	Kalb County	ePermitting
		〒0 items in <u>My Cart</u> \$0.00 Check Out Sign
tal Home	Look Up	
Account Modify Account Dications Building Application Business License Planning Application		ss License, Planning, Trade License, Use, or Project applications to check the r other applications by application number, applicant name, or address/parcel IC
/ Fees My Building Fees My Business License Fees My Planning Fees	need to provide information such as	ess License, Planning, Trade License, Use, or Project applications, you will he type of application, site location, and specific details regarding your successfully submitted and received, you will receive a confirmation.
	Pay Fees	
	Pay fees for your Building Permit, Build	ssiness License, Planning, Trade License, Use, or Project applications. Online lastercard, or eCheck.
	 My Building Permits to be Paid My Business Licenses to be Paid My Plans to be Paid 	

2. Select Building and Construction Permits

ubmit a New Record	
Choose a Record Record Information Additional In	aformation
rvice Requests	Licenses & Permits Apply for a new license or permit, or renew an existing one
Report a Problem Gol a problem you'd like the County to address? Start here.	 Blasting, Burning, Fireworks Display, or other Fire Safety Permit Apply for a fire safety permit (blasting, burning, fireworks display) in DeKab County
 Request a Service Buying or selling real estate and need the County to perform a related service? Need to enroll in a program provided by the County? Start here. 	Building and Construction Permits Permits for any type of construction in unincorporated DeKalb County and its incorporated cities, where applicable
Request Information or Forms Need a form? Copies of plans or documents? Help with our web site? Looking for a County phone number? Or just need information on a County service or department? Start here.	 DeKalb County Business Licenses and Tax Reporting Licenses and Tax Reporting for businesses operating within DeKalb County
	Land Development Apply for Land Disturbance Permits, Final Plats, Stream Buffer Variances, and other related activities
	 Registration of a GA State, City or County License with DeKalb County Register or update your renewal information for a state, city, or county leanse with DeKalb County in order to apply for permits or licenses which require specific licensing
	 Zoning App), for Rezoning. Special Land Use Permits, Historic Preservation, and Appeals

3. Select Construction Projects in Unincorporated Dekalb County (whether unincorporated or not)

DeKalb County My Dashboard Request Inspection Lookup	Submit an Application or Request
ubmit a New Record	
Choose a Record Record Information Additional	Information Review Confirmation
ervice Requests	Licenses & Permits
oose from the list below to report an issue or complaint.	Apply for a new license or permit, or renew an existing one.
> Report a Problem Got a problem you'd like the County to address? Start here.	> Blasting, Burning, Fireworks Display, or other Fire Safety Permit Apply for a fire safety permit (blasting, burning, fireworks display) in DeKalb County
Request a Service Buying or selling real estate and need the County to perform a related service? Need to enroll in a program provided by the County? Start here.	 Building and Construction Permits Permits for any type of construction in unincorporated DeKalb County and its incorporated cities, where applicable
 Request Information or Forms Need a form? Copies of plans or documents? Help with our web site? Looking for a County phone number? Or just need information on a County service or department? Start here. 	Construction Permits in Unincorporated DeKalb County All types of structural construction within unincorporated DeKalb County
	Trade Permits (Electrical, HVAC/Mechanical, Plumbing) Permits requiring specialized trade licensing, such as electrical, HVAC/mechanical, and plumbing permits.
This is the route to Water Meter & Sewer Tap application	City Construction Permits City Service permits which require Dekalb County Fire Inspection or Watershed Review
for a new meter or sewer tap. In coordination with a city encroachment	 DeKalb County Business Licenses and Tax Reporting Licenses and Tax Reporting for businesses operating within DeKalb County
and/ or plumbing permit is where we process residential sewer connections.	Land Development Apply for Land Disturbance Permits, Final Plats, Stream Buffer Variances, and other related activities
	 Registration of a GA State, City or County License with DeKalb County Register or update your renewal information for a state, city, or county license with DeKalb



DeKalb County Department of Planning & Sustainability

Michael Thurman Chief Executive Officer Andrew A. Baker, AICP Director



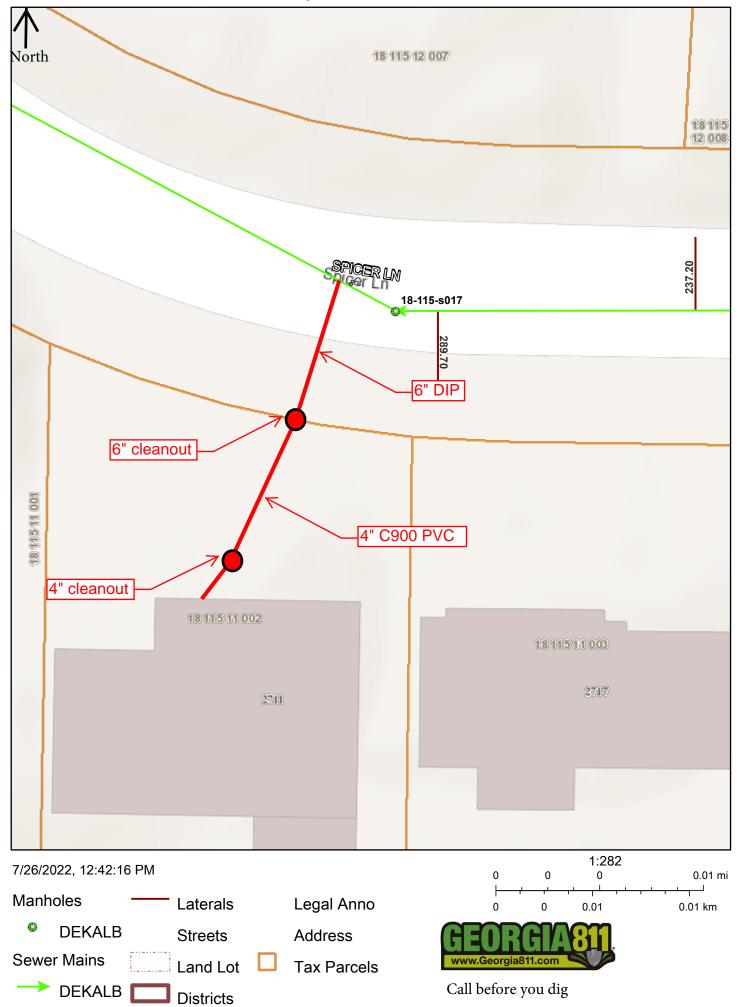
SEWER CONNECTION PERMIT APPLICATION

APPROVAL AND ISSUANCE OF THIS PERMIT AUTHORIZES ONLY THE APPLICANT'S RIGHT TO CONNECT TO THE DEKALB COUNTY SEWER SYSTEM <u>AT THEIR OWN EXPENSE</u>. A PLUMBING PERMIT SHALL BE REQUIRED BY A LICENSED SEWER/PLUMBING CONTRACTOR PRIOR TO INSTALLATION OF THE PRIVATE SEWER LINE CONNECTION. THERE IS NO GUARANTEE OF A STUB ON THE LINE.

CUSTOMER SECTION

Application Date:	Sewer Connection Number:	
Address of Sewer Connection:		
Property Owner's Name:		
Property Owner's Address:		
City:		Zip Code:
Map Reference Number: DIST:	LL: BLK:	PARCEL:
Sewer/Plumbing Contractor:		
Street Address:		
City:	State:	
Applicant's Signature:	DEPARTMENT USE ONLY	
New Building	Conversion	Additional Charge
Assembly	Medical Care	Manufacturing
Retail	Retire/Nurse Home	Warehouse
Food/Beverage	Personal Service	SF Attached
Laundry/Dry Clean	Comm. Recreation	SF Detached
Auto Care/Repair	Other	Multi-Family
		No. of Units
f Personal Service/Beauty Salon/Barber Shop	: No. of Shampoo Bowls	No. of Stations
s Connection Available: (please check one)	Yes No	
Floor Area: GPD:	Seating Capacity:	
NE Creek Ball Mill Creek	Other	
Sewer Connection Fee:		

Sample sewer sketch



DeKalb County Watershed Managment

The data provided in this map is provided for informational and planning purposes only. DeKalb County DWM is not responsible for the misuse or misrepresentation of the data.

DEKALB COUNTY UTILITY AND ENCROACHMENT PERMIT REQUEST

DATE:	YOUR APPLICATION OR JOB NO		
COMPANY NAME:			
REQUESTED BY:		TITLE:	
ADDRESS:			
CITY:	STATE:	ZIP CODE:	
PHONE: MO	DBILE NO.:		
		MOBILE NO: e able to effectively communicate with the Department)	
TYPE OF UTILITY: (CHECK ALL THAT APPLY)	-	⁻ WORK: ALL THAT APPLY)(Attach site plans showing locations.)	
□ GAS		□ ROAD CUT (sq. ft. =)	
		AERIAL UTLITY WORK	
D POWER		BORE UNDER ROAD (length =)	
		BORE OUTSIDE ROAD (length =)	
□ SEWER		□ NEW POLES (# =)	
SMALL CELL		TRENCH OUTSIDE ROAD (length =)	
LOCATION:			
FROM:			
то:			
Estimated Start Date:		Estimated Completion Date:	
For road cuts, age of roadway surface is 0 – 4 years (100 feet of mill and 4 – 7 years (50 feet of mill and Older than 7 years (patch only Any mill and overlay required is to be m Permission is granted to make the abov provisions hereof. This permit is to be s	d overlay required on overlay required on inimum 1-1/2 inch th ve described Utility Fa strictly constructed an	each side of road cut) each side of road cut) ick and match surrounding roadway surface. acility Encroachment in accordance with the plans and d no work other than that specifically described above	
is hereby authorized – subsequent norm, 20		pted. Permit granted this day of COUNTY TRANSPORTATION	
	ВҮ:		

E-mail Utilities Coordinator 48 Hours Prior To Beginning Work

GENERAL PROVISIONS

- 1. It is expressly stipulated that this permit is a license for permissive use only and the placing of facilities upon public property pursuant to this permit shall not operate or vest any property rights in the holder of the permit.
- 2. Prior to the initiation of any work under this permit, the permittee shall determine the location of any and all other installations for utilities upon, over, or across the right-of-way and shall install, operate, and maintain the facilities in such a manner as not to damage or interfere with the operation of its existing facilities.
- 3. Whenever necessary for the construction, repair, improvement, maintenance, safe and effective operation, alteration or relocation of all or any portion of the roadway or other County facilities, as determined by DeKalb County, and at the sole expense of the permittee unless reimbursement is authorized by separate agreement, should the permittee fail to remove or relocate facilities, upon due notice from the County, permittee shall be liable for any extraordinary cost or damages incurred by DeKalb County as a result thereof.
- 4. Permittee agrees to indemnify and hold harmless DeKalb County and all officers, employees, or agents of DeKalb County or any political subdivision thereof, against any and all claims, damages, demands, actions, causes of action, cost and expenses of whatsoever nature, which may result from any injury to or the death of any persons, or from the loss of or damage to, property of any kind or nature, when such injury, death, loss or damage arises out of the construction operation, maintenance, repair, removal or of the construction operation, maintenance, repair, removal or of the spermit.
- 5. DeKalb County, its engineers, officers or employees shall not be held responsible or liable for injury or damage that may occur to facilities covered by this permit, or to any connection or connections thereto, by reason of County maintenance and construction activities or County contractor or permittee operations, DeKalb County's contractor shall not be held liable for any damage that may occur to utility facilities if the permittee has been notified of a construction conflict and given reasonable time to mark or relocate its facilities but has failed to do so.
- 6. If DeKalb County undertakes to improve this roadway or other County owned facilities it shall be the responsibility of the permittee to plan with DeKalb County and its contractor a schedule which will clearly set forth at which state of operations the permittee will be required to perform any adjustment to its facilities necessary to accommodate the County improvements.
- 7. During initial installation or construction of facilities authorized by this permit, or during any future repair, removal, or relocation thereof or any miscellaneous operations, the permittee shall at all times maintain flagman, signs, lights, flares, barricades, and other <u>safety devices in accordance with The Manual on Uniform Traffic Control Devices</u> and as may be necessary to properly protect traffic upon the roadway and to warn and safeguard the public against injury or damage.
- 8. It is the permittee's responsibility to verify the limits of public right-of-way and perform land surveying if necessary for location of the utility facilities authorized hereby.
- 9. No inherent or retained right or privilege of any abutting property owner is affected by this permit nor is DeKalb County responsible for any claim which may develop between the permittee and any property owner concerning the use of the right-of-way. Permittee is responsible during installation of its facilities for restoration of driveways to the owner's satisfaction. The permittee

will be required to replace any disturbed area with "in kind" materials throughout entire permit area unless a satisfactory replacement is approved by the County and abutting property owners.

- 10. Approval of this permit does not constitute approval of design (or construction details) for the proposed facilities. Applicant is responsible for compliance with all applicable governmental codes and regulations.
- 11. Use of explosives within the County right-of-way is prohibited unless approved by a separate permit.
- 12. Permittee shall be responsible for obtaining approvals for the proposed installation which may be required by any local government or agency on roads or streets under their jurisdiction.
- 13. Permittee shall give DeKalb County a minimum of 24 hour notices prior to beginning any work under this permit.
- 14. This permit shall be void unless work hereunder is begun within ninety (90) days of the date of its approval.
- 15. The provisions of this permit are regulatory and not contractual, no interest or right of an applicant granted by this permit may be transferred to another except written consent of DeKalb County.
- 16. This permit may be revoked at the discretion of DeKalb County upon thirty (30) days written notice to the permittee.
- 17. Utility cuts in county maintained roads shall be made and repaired per requirements in the GDOT Utility Accommodation Policy and Standards.
- 18. Permittee shall be responsible for obtaining any other State and Federal permits necessary for work performed under this permit.
- 19. The permittee's attention is drawn to the requirements of The Georgia Sedimentation and Erosion Control Act. If strict adherence to those requirements are not met, the County has the authority to revoke this permit.
- 20. Permittee shall be responsible for permanently patching any pavement cut and maintaining the patch should it become settled, cracked, broken or otherwise faulty.

SPECIAL PROVISIONS

agrees to follow the above general provisions and special provisions.

Signature:

Name:

SEWER CREDIT BANK PLUMBING COMPLIANCE CERTIFICATION

Attention: Dekalb County Watershed 178 Sams St. Decatur, GA 30030 sewercapacity@dekalbcountyga.gov

To Whom It May Concern:

This is to certify the connection at ______ complies with the following conditions:

1. Equipped with low-flow plumbing fixtures;

2. Is taking appropriate steps to prevent discharge of fats, oils, and grease (FOG) into the wastewater collection system (for food service);

3. Has well maintained caps on service line cleanouts for sewer laterals;

4. Has well maintained private sewer service lines; and

5. Roof, foundation, and yard drains are not connected to the wastewater system.

Please complete the information below certifying that the connection to the DeKalb County's Wastewater Collection Transmission System has been completed.

Certifying Firm:	
Certifier Name:	

Dekalb AP Number:

Signature:

Date:

	Typical Service Line and Clean Out Detail	WATER	
	STANDARD DETAILS	02/19	
3. LATERALS UNDER PAVEMENT SHALL HAVE MINIMUM DEPTH OF FOUR (4) FEET.			
	R'S 4" LATERAL TO 6" SERVICE ERNCO COUPLING INCLUDING SST BANDS.		
1. PLUG 6" SERVICE L	INE.		

NOTES: 1. PLUG 6" SERVICE LINE.

