

SEPTIC TANK TO SANITARY SEWER CONVERSION GUIDELINES

AT THE CITY OF RICHMOND HEIGHTS (216) 383-6312

- 1. COMPLETE THE SEWER CONVERSION PERMIT INCLUDING AREAS CONCERNED WITH THE LOCATION OF THE BUILDING DRAIN AND BASEMENT FIXTURES. THE CONTRACTOR AND THE PROPERTY OWNER MUST SIGN THE APPLICATION.**
- 2. TWO (2) COPIES OF A SITE PLAN SHALL BE SUBMITTED FOR REVIEW IDENTIFYING THE FOLLOWING:**
 - a. location of the septic tank**
 - b. the direction and location of proposed tie-in into the public main from the building**
 - c. type, size and diameter of pipe**
 - d. type and amount of backfill and bedding**
 - e. location of cleanouts**
- 3. SCHEDULE AN APPOINTMENT WITH THE BUILDING DEPARTMENT TO INSPECT THE BASEMENT FOR COMPLIANCE WITH THE SUBMITTED APPLICATION AND SITE PLAN. *THIS WILL DETERMINE WHETHER WORK IN THE INTERIOR OF THE BUILDING IS REQUIRED. IF SO TWO (2) COPIES OF A PLAN DETAILING THE SCOPE OF WORK SHALL BE SUBMITTED FOR REVIEW. IF TESTING IS DETERMINED NECESSARY BY THE BUILDING COMMISSIONER, IT WILL BE AT THE COST OF THE APPLICANT.***

AT THE CUYAHOGA COUNTY SANITARY ENGINEERS' OFFICE (216) 443-8210

- 1. SUBMIT THE PLAN AS REVIEWED BY THE CITY TO THE CUYAHOGA COUNTY SANITARY ENGINEER'S OFFICE FOR REVIEW TO OBTAIN A CONNECTION PERMIT.**

AT THE CUYAHOGA COUNTY BOARD OF HEALTH (216) 201-2000

- 1. OBTAIN A HOUSEHOLD SEWAGE SYSTEM ABANDONMENT PERMIT.**

AT THE CITY OF RICHMOND HEIGHTS

- 1. SUBMIT THE CONNECTION PERMIT AND THE APPROVED PLAN FROM THE CUYAHOGA COUNTY SANITARY ENGINEER'S OFFICE AND THE HOUSEHOLD SEWAGE SYSTEM ABANDONMENT PERMIT FROM THE CUYAHOGA COUNTY BOARD OF HEALTH.**
- 2. OBTAIN A SEWER CONVERSION PERMIT (NO CHARGE)**
- 3. PROVIDE FOR INSPECTION OF THE INTERIOR WORK BEFORE COVERING AND PROVIDE FOR INSPECTION OF THE LATERAL FROM THE SEPTIC TANK TO THE FOUNDATION WALL BEFORE BACKFILL.**

SAMPLE SKETCH

PROPERTY OWNER:

CONTRACTOR:

ADDRESS:

ADDRESS:

PHONE NO.:

PHONE NO.:

A STATEMENT INDICATING THAT THE SANITARY AND STORM SEWER SYSTEMS ARE
OR SHALL BE SEPARATED SHALL BE INCLUDED ON THE SKETCH.

