BUILDING SEWER PERMIT AND MINIMUM CONNECTION REQUIREMENTS POLICY

1. SANITARY SEWER CONNECTION PERMITTING
    a. Cities and Dickinson County Zoning Office hereinafter referred to as "issuing entities", shall submit all building permit applications that are within the jurisdiction of the Iowa Great Lakes Sanitary District, to the Sanitary District prior to approving the building permit application.
    b. The building permit will be reviewed by the Iowa Great Lakes Sanitary District for:
        i. Sanitary District Easement Encroachments
        ii. Sanitary District Ordinance requirements with FEMA floodplains
        iii. Sanitary District Ordinance requirements with local storm water floodplain elevations
        iv. Other Sanitary District Ordinance and Policy provisions
    c. Upon review of the building permit and compliance with Sanitary District Ordinances and Policies, the Sanitary District will provide the issuing entities with a wastewater connection permit for the property, when needed.
        i. Sanitary District shall issue fees when the building sewer is connecting to or is connected to the public sewer main that is financed, operated or maintained by the Sanitary District, hereinafter referred to as "District Sewer", or where an agreement between the Sanitary District and a municipality that financed, operates and/or maintains a public sewer main, hereinafter referred to as "Municipal Sewer".
        ii. If the building sewer line is connecting to a municipal sewer main, and there is no agreement in place between the Sanitary District and the City, then the District shall not issue any fees.
    d. A sewer connection inspection shall be completed for any building sewer line connected to the public sanitary sewer system, where the wastewater goes to the water pollution control treatment facility, operated and owned by the Iowa Great Lakes Sanitary District.

2. PERMIT REQUIRED
    a. No individual, firm, corporation or entity may expose the Iowa Great Lakes Sanitary District facilities without notifying the Sanitary District that the work is going to start. No connection or repairs will be made to a building sewer line without first having a permit signed by the District Superintendent or their designee for the work that is to be completed.

3. INSPECTIONS BY THE SANITARY DISTRICT
    a. The Sanitary District shall inspect District Sewer or where an agreement is in place to inspect municipal sewers, except where the Sanitary District Ordinances require inspection otherwise.

b. The Sanitary District will not perform required inspections of sewer connections without an approved permit from the Sanitary District.
c. Any individual, firm, corporation or entity planning to install, replace or repair a building sewer line should notify the Sanitary District twenty-four (24) hours in advance of the plan to start any work on the sewer system.
d. The District will only do inspections during normal business hours.
e. The connection to the main or manhole and all installed piping and all joints shall not be backfilled until inspected by District personnel. Any repair, change or modification of a building sewer service must not be back filled until inspected by District personnel. Any pipe that is not inspected by District personnel will be uncovered and inspected at the cost of the property owner.

4. LIABILITY INSURANCE REQUIRED FOR EXPOSING DISTIRCT SEWERS
    a. No individual, firm, corporation or entity may work on the Iowa Great Lakes Sanitary District sewer facilities including connections or reconnects of the building sewers unless the individual, firm, corporation or entity has up to date liability insurance on file at the Iowa Great Lakes Sanitary District office. The liability insurance must be a minimum of $2,000,000 and cover indemnifies the Iowa Great Lakes Sanitary District and District staff and other requirements as approved by the Board of Trustees.

5. JOINT OWNERSHIP OF PRIVATE LINE
    a. When more than one lot is serviced by a private common building sewer service where the building sewer line sharing starts, the building sewer line must be six (6) inch or larger.
    b. A maintenance agreement will be required before a sewer connection or inspection permit will be issued.
        i. The maintenance agreement shall cover the responsibility of maintenance and repairs for all those who are allowed to connect to the common sewer service line.
        ii. The agreement shall also state what properties are allowed to connect to the private common service and how other properties gain access to connect to the private sewer service, if any.
    c. A maintenance agreement shall be filed at the office of the Dickinson County, Iowa Recorders office.
    d. A copy of the recorded agreement shall be filed with the office of the Iowa Great Lakes Sanitary District prior to the issuance of a Wastewater Connection Permit.

6. PIPE MATERIALS AND JOINTS
    a. The ONLY acceptable pipe materials are clay, cast-iron, ductile iron, schedule 40 SOLID wall PVC; no substitutions are acceptable.
        i. PVC pipe must show the SCH 40 lettering on each pipe section.
        ii. All glued joints shall be dried, cleaned, primed with purple primer, and properly glued with blue glue (Rain-R-Shine or Equal).

b. Pipe acceptable for boring will be Certa-Lok Yellomine pipe with coupling or integral bell and an SDR of 21 or 17.
    i. Gasketed joints shall be cleaned and properly lubricated.
c. Threaded or flex coupling (Fernco or equal) joints are acceptable on gravity sewers.
d. All joints of any pipe used must be inspected, including bored pipes prior to going into the ground.
e. At least one above grade flex coupling will be used on mobile home connections.
f. When a required inspection to reuse an existing sewer line for new construction or a remolding project that requires a city or county building permit, finds unacceptable pipe materials, the unacceptable pipe materials must be abandoned.
    i. All abandoned unacceptable pipe material will be replaced with approved materials.
    ii. All additional requirements with the building sewer that is being replaced must comply with all other Iowa Great Lakes Sanitary District Ordinances and Policies.

7. LOCATION
    a. No building sewer shall be located in any lot other than the lot that is the site of the building or structure served by such sewer. The use of an abutting lot or any other lot(s) to connect a building sewer line to a public sewer will require a legal easement.
    b. The easement shall be recorded in the office of the Dickinson County, Iowa Recorder as part of the conditions of ownership of said properties, and shall be binding on all heirs, successors, and their assigned assessors to such properties.
    c. A copy of the recorded easement shall be filed with the office of the Iowa Great Lakes Sanitary District prior to the issuance of a Wastewater Connection Permit.

8. CLEANOUTS
    a. Cleanouts will be installed outside the building at the lower end of the building drain and extend to grade.
    b. Additional building sewer cleanouts shall be installed at intervals not to exceed one hundred (100) feet in straight runs and for each aggregate horizontal change in direction exceeding one hundred thirty-five (135) degrees.
    c. Approved manholes may be installed in lieu of cleanouts, with exception to 8a of this policy.
    d. Distance between manholes not to exceed three hundred (300) feet.
    e. Cleanouts will be required for new building sewers and replacement of building sewers.
    f. When repairing a building sewer and a cleanout is not within one hundred (100) feet of the pipe repair, a cleanout will be required, only in the repair area.

9. PIPE BEDDING
    a. All pipes will be laid on firm, stable, undisturbed soil.
    b. Washed pea rock to 1” crushed rock will be used to stabilize and fill over

excavated trenches.

c. At a minimum the bedding material will be placed up to the spring line of the pipe, or over the top of pipe.

10. DEPTH OF BURY
    a. Four (4) feet is the minimum cover for a building sewer.
    b. If four (4) feet of cover cannot be obtained then two (2) inches of rigid insulation designed and labeled for direct bury will be installed over pipe from trench wall to trench wall with the sewer pipe centered under the insulation.

11. CONNECTIONS TO SEWER MAIN
    a. Wye, tee, or riser connections will be used where available as long as upon inspection the connection is found to be in compliance with Sanitary District ordinances and policies.
    b. If no wye, tee, or riser is available, a tap may be made in a District main except those mains that are cast-iron or ductile iron. The District has a tapping machine which may be used to cut the hole. The owner will furnish a commercial air compressor if the District tapping machine is used.
    c. A Romac CB-4.80UN will be used on all four (4) inch taps. All four (4) inch connections shall be made or moved to the main whenever possible.
    d. A 4-inch connection is only allowed in a manhole in extreme circumstances at the discretion of District Superintendent.
    e. Only four (4) inch connections are allowed to tap eight (8) inch sewer mains, except as stated below for six (6)inch pipe.
    f. Taps of six (6)inch or larger sewer lines will not be allowed to tap 8-inch sewer main and must go to a manhole.
    g. When a manhole is not reasonably accessible for a six (6)inch pipe, than a eight (8) inch by eight (8) inch by six (6) inch tee lined with Protecto 401 or Belzona 1341 shall be used with mechanical joints too and from the tee for all connections to a 8-inch main.
        i. The main shall be sectioned as required by the District Superintendent.
    h. At the discretion of District Superintendent, an existing six (6) inch service may use a Romac CB-6.66UN saddle to reconnect to the sewer main that is eight (8) inches in diameter.
    i. The Romac CB-6.66UN saddle may be used for a six (6) inch connection to a main that is ten (10) inches in diameter or larger, if a tap or a manhole is not already available.
    j. At no time can a ductile iron or cast-iron main be sectioned or tapped for a service connection.

12. CONNECTIONS INTO MANHOLES
    a. District personnel must be present before work starts on or around a manhole.
    b. Building sewer lines of all sizes connecting to a manhole, the manhole will be cored and link-seal used to make the connection watertight.
    c. All holes will be a minimum of one (1) foot away from any barrel section seam.
    d. If the manhole section is damaged where the manhole was cored, then the owner

of the service line is responsible for replacing the section of the manhole that is damaged.

e. All work inside the manhole will be done by DISTRICT PERSONNEL; no one else is authorized to enter a Sanitary District manhole.

13. CONNECTION FROM SEPTIC SYSTEM TO THE PUBLIC SEWER – Any property that is going from a septic system to the public sewer system will need to follow the following requirements.
    a. If the owner plans on using any part of the existing building sewer pipe between the house and the septic tank, the building sewer line will need to be inspected and must meet the requirements of the Sanitary District Ordinances and Policies to be reused.
        i. If the pipe if found to meet the requirements of the Sanitary District, then it may be reused.
        ii. If the pipe has does not meet the requirements of the Sanitary District, then it may be repaired or replaced depending on the issues found.
    b. Cleanouts will be required in accordance with Section 8 of this policy, except for the cleanout outside of the footing of the building, which is detailed below.
        i. If a new pipe is going to be installed to the structure, then the cleanout requirement will follow number 8 of this policy.
        ii. If the existing pipe is going to be reused and if found upon inspection to meet the requirements of the Sanitary District requirements, then the cleanout shall be installed at the connection of the existing building sewer line and the new building sewer line going to the public sewer main.
        iii. If a repair is needed, between the tank and the house, then the cleanout will be installed at the site of the cleanout, if another cleanout is not located within one-hundred (100) feet of the repair.
    c. The septic tank must be pumped out. Once the tank is pumped out, then it shall have the top removed and filled with granular material.
        i. The Sanitary District recommends removing the tank, but it is not a requirement.
        ii. This section shall comply with any changes or requirements by the County Sanitarian and/or the Iowa Department of Natural Resources requirements.