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 or zoning 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 connected 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 that is being connected, reconnected, repaired, renovated, replaced or other similar modification that is 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, repairs, renovations, replacement, or other similar modifications 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.
    b. Sanitary District Connection Permit for new structures or addition to structures will not be allowed until a permit for said structure or structures is issued by the local jurisdiction for that specific area.

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, 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 shall not be backfilled 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, condominium unit, hotel unit or similar facility 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 is issued.
        i. The maintenance agreement shall cover the responsibility of maintenance and repairs and costs associated 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
            1. Pipe 6 inches and small shall be with purple primer, and properly glued with blue glue (Rain-R-Shine or Approved Equal).
            2. Pipe larger than six (6) inches shall be with purple primer, and properly glued with heavy duty gray glue.
    b. Pipe acceptable for boring will be restrained joint pipe with coupling or integral bell and an SDR of 21 or 17.
        i. Gasketed joints shall be cleaned and properly lubricated.
    c. Flex coupling (Fernco or equal) or threaded coupling joints are acceptable on gravity sewers.
    d. All joints of any pipe used must be inspected, including bored pipes.
        i. Bore pipe joints shall be inspected 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.
    g. Gasketed pipes over six (6) inch.
        i. Gasket pipes shall be tested with low air pressure test based on Iowa SUDAS Section 4060
        ii. Testing for eight (8) inch pipe as follows:
            1. Clean the entire line of all debris. Flush or wet line to produce consistent results.
            2. Plug all inlets and outlets to resist the test pressure. Special attention must be given to stoppers and laterals.
            3. Pressure holding time is four (4) minutes at a pressure of three (3) psi or drop from 3.5 psi to 2.5 psi with eight (8) inch pipe.
            4. Add air to the line segment being tested until internal air pressure of the sewer line is raised to approximately 4.0 psi or greater than the average back pressure of any ground water that may be over the top of the pipe. Pressure I the sewer should not exceed 5.0 psi. Allow at least 2 minutes for air pressure to stabilize.
            5. When pressure has stabilized and is at or above the starting test pressure of 3.5 psi, commence the test. Record the drop in pressure for the test period. The test may be discontinued when the prescribed pressure test time has been completed even though 1.0 psi drop has not occurred.
            6. If the ground water level at that time of the testing is above the

pipe invert, add 0.43 psi of air per foot of water above the invert to the test air pressure range of 2.5 psi to 3.5 psi stated above.

7. If the pressure drop exceeds 1.0 psi during the test period, the test will be considered to have failed. Repair and retest the line.

iii. Pipe larger than eight (8) inch will follow Iowa SUDAS Section 4060.

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. Easements are required even when lots are owned by same individual, firm, corporation or entity.
   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 shall 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.
   g. The size of the cleanout shall match the size of pipe it is connected upon and directed to into.

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, then an 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 to and from the tee for all connections to a 8-inch main.
        i. The main shall be sectioned as required by the District Superintendent.
        ii. The eight (8) inch by eight (8) inch by six (6) inch tee is the responsibility of the individual, firm, corporation or entity to maintain or replace.
    h. 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.
    i. At no time can a ductile iron or cast-iron main be sectioned or tapped for a service connection.
    j. A lot is only allowed to have one connection to the public sewer system.

12. CONNECTIONS INTO MANHOLES
    a. A 4-inch connection is only allowed in a manhole in extreme circumstances at the discretion of District Superintendent
    b. District personnel must be present before work starts on or around a manhole.
    c. Building sewer lines of all sizes connecting to a manhole, the manhole will be cored and link-seal used to make the connection watertight.
    d. All holes will be a minimum of one (1) foot away from any barrel section seam.
    e. 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.

f. All work inside the manhole will be done by DISTRICT PERSONNEL; no one else is authorized to enter a Sanitary District manhole.
g. No inside drops are allowed within a manhole.
h. Owners of the outside drop is responsible costs and maintenance for entire drop including the manhole sections impacted by the connection of the outside drop.

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 is 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 shall 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 Section 8 of this policy.
        ii. If the existing pipe is going to be reused and found upon inspection to meet the requirements of the Sanitary District ordinances and policies, 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. Additional cleanouts will be required under Section 8b of this policy.
        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.

14. TRAILER CAMP OR TOURIST GROUNDS CONNECTIONS AND DUMP STATIONS
    a. A sewer connection may be made available at each site in any areas zoned or authorized by the county or a city within the Iowa Great Lakes Sanitary District jurisdiction for travel trailers, motor homes, camping trailers, Recreational Vehicles (RV), travel buses, or other similar vehicles, hereinafter referred to as "RV".
    b. RV sewer connections are required to have operating automatically closing lids.
        i. When the sewer connection point is within concrete or other hard surface,

then automatic closing lid shall be made of brass or other approved corrosive resistant metallic materials.

ii. When the sewer connection point is above grade, then the automatic closing lid may be plastic or other approved corrosive resistant material.

iii. At any time that the lid(s) do not automatically close as designed, the sewer will be considered not to be airtight and watertight and a violation of the Sanitary District's ordinances.

c. If a RV is in place for more than two consecutive months, then the sewer shall be connected with a solid pipe from the RV unit to the RV connection point as stated in Section 6e of this policy.

i. The pipe materials must meet the requirements of the IGLSD ordinances and shall be supported to keep minimum slope and protected from damage and deterioration.

d. RV's shall not use or be connected to building sewer cleanouts as dumping locations or a temporary or permanent connection.

e. Any private sewer facilities with a dumping station shall have the dump station charged as a RV site per the IGLSD sewer rental ordinances.

f. Dump stations will meet the IGLSD and Iowa DNR current design standards approved by the Trustees.

i. At the time of any sewer improvements attached to the dumping station are improved, the dumping station must be brought up to current approved standards.

ii. At any time when a crack is found in the concrete of the dumping area, the concrete must be removed and replaced.

iii. All dump stations will be required to have a hose as part of the site for cleaning out the dump station.

iv. At any time that water is not available at the dumping site, the site will be closed for dumping purposes.

v. From November 15th of the year until March 15th of the following year, the dumping station shall be covered and closed off for official use.

vi. All other ordinances shall be followed with sewer dumping stations.

g. At any time, the number of approved units on site exceeds the authorized sewer connections, the facility owner may be fined for illegal dumping per unit.