



**CITY OF RICHMOND**

DEPARTMENT OF SANITATION  
2380 LIBERTY AVENUE•RICHMOND, INDIANA 47374  
PHONE (765) 983-7450•FAX (765) 962-2669

**RICHMOND SANITARY DISTRICT SEWER TAP PERMIT APPLICATION**

Date of Application: \_\_\_\_\_  
Physical Address of Sewer Connection: \_\_\_\_\_

Type of Structure to Receive Service:  
Single Family Residential: \_\_\_\_\_ Commercial: \_\_\_\_\_ Industrial: \_\_\_\_\_  
Multi-Family Residential: \_\_\_\_\_ (Number of Units: \_\_\_\_\_)

Water Service (check all that apply): Well: \_\_\_\_\_ City Water: \_\_\_\_\_  
Water Meter Size(s)(if available): \_\_\_\_\_

Owner/Developer Applying for Permit: \_\_\_\_\_  
Owner Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Owner Phone Number: \_\_\_\_\_

Contractor Performing Work: \_\_\_\_\_  
Contractor Contact Person: \_\_\_\_\_  
Contractor's Contact Person Phone Number: \_\_\_\_\_

Contact for Questions and Notifications: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Applicant Printed Name: \_\_\_\_\_

The above applicant will be notified of approval or denial. Upon approval a tap permit may be obtained at the Richmond Sanitary District Administration office at 2380 Liberty Ave. All applicants agree to comply with the requirements of all State, Local, and Federal Law, RSD specifications, all applicable City of Richmond Ordinances, and other requirements outlined on the back of this application and on the tap permit.

**FOR OFFICE USE ONLY**

Will a Street Cut Permit be needed? \_\_\_\_\_ Is a contribution agreement Required? \_\_\_\_\_

Application Approved: \_\_\_\_\_ Application Denied: \_\_\_\_\_ Comments/Info Attached: \_\_\_\_\_

\_\_\_\_\_  
RSD Sewer Date  
Maintenance Manager

\_\_\_\_\_  
District Engineer Date

Tap Permit Number: \_\_\_\_\_

Connection to the Richmond Sanitary District Wastewater Collection System is hereby authorized subject to, but not limited to the following stipulations:

- 1) All labor, material and any other costs relative to both the installation of this building sewer and its connection to the District system shall be borne by the Owner.
- 2) This building sewer and its installation shall comply with the following documents:
  - a) The Uniform Plumbing Code as amended
  - b) All applicable Ordinances of the City of Richmond
  - c) Specifications and Standards of the Richmond Sanitary District
  - d) The BOCA National Plumbing Code

If these documents conflict, the most stringent shall apply.

- 3) All sources of clear water inflow are prohibited from being introduced into the sanitary sewer as a result of the construction of this building sewer.
- 4) The construction of new combined sewers shall be prohibited outside of existing combined sewer service areas.
- 5) Any inflow/clear water connection to a combined sewer shall be made separate and distinct from the sanitary waste connection to facilitate disconnection of the inflow/clear water connection should a separate storm sewer become available.
- 6) This building sewer shall not be less than 6 inches in diameter.
- 7) The slope of any 6 inch diameter, gravity type, building sewer shall not be less than 1/4 inch per foot. Slope shall be downward in the direction of the District system.
- 8) The slope of any 8 inch diameter, gravity type, building sewer shall not be less than 1/8 inch per foot. Slope shall be downward in the direction of the District system.
- 9) A saddle shall be used for connection to any District sewer 12 inches or less in diameter.
- 10) No plumbing system, drainage system, building sewer, private sewage disposal system or parts thereof shall be located in any lot other than the lot which is the site of the building, structure or premises served by such facilities.
- 11) The drainage system of each new building and of new work installed in any existing building shall be separate and independent from that of any other building; and, when available, every building shall have an independent connection with a public or private sewer.
- 12) Inspections of building sewer installations by authorized District personnel are required. Either the Owner or his representative shall be responsible for requesting such inspection and the request shall be made at least twenty-four (24) hours prior to the inspection. Both the Owner's request and the District's inspection shall be made during the District's normal working hours of 7:00 A.M. to 3:00 P.M. Monday through Friday.
- 13) No backfill shall be placed over any connection made with the Sanitary District Wastewater Collection System until the connection has been inspected by authorized District personnel. One (1) copy of this permit shall be presented to authorized District personnel by the Owner or his representative at the time of inspection.
- 14) Maintenance of the complete building sewer installation including its connection to the District system shall be the responsibility of the Owner.
- 15) Any owner willfully violating or failing to comply with any of these provisions shall be subject to a fine in any sum not less than \$25.00 and not exceeding \$500.00. Each day of violation, or of failure to comply, shall constitute a separate offense.