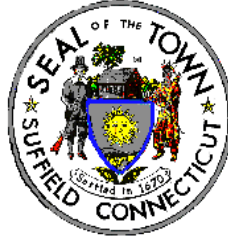


**BUSINESS OFFICE**  
**(860)668-3856**  
**FAX: (860)668-3858**

**TOWN OF SUFFIELD**  
WATER POLLUTION CONTROL AUTHORITY

**TREATMENT PLANT**  
**(860)668-3853**  
**FAX: (860)668-3858**



844 East Street South  
Suffield, Connecticut 06078-2402

## **BUILDING CONNECTION AND INSPECTION PERMIT INSTRUCTIONS:**

### **GENERAL**

- 1) COMPLETELY FILL OUT ALL SECTIONS. SOME INFORMATION MAY ALREADY BE COVERED IN SEPARATE DOCUMENTS, SO NOTE ASSOCIATED AGREEMENTS OR PERMITS ON THE SPACE INDICATED ON THE FORM.
- 2) ALL PENALTIES (LISTED BELOW) ARE EXPLAINED WITH THE PERMITEE. SIGNATURE BY THE PERMITEE ACKNOWLEDGES REVIEW OF THE PENALTIES SECTION.
- 3) THE FOLLOWING INSTRUCTIONS HAVE BOXES THAT MUST BE CHECKED TO ENSURE COMPLIANCE WITH THIS PROCEDURE. THE PARTY WHO IS RESPONSIBLE FOR THE COMPLETION OF EACH STEP IS IDENTIFIED IN PARENTHESIS.

**PART 1 (WPCA OFFICE)** – MAKE COPIES OF ALL PERMITS PROVIDED AND ATTACH. DO NOT SIGN THE FORM UNLESS THE INSPECTION HAD BEEN PAID IN FULL, AND MAKE SURE A RECEIPT IS GIVEN TO THE PERMITEE.

**PART 2 (PERMITEE)** – COMPLETELY FILL OUT ALL ADDRESSES. INDICATE IF CONNECTION IS TO A FOOD PREPARATION FACILITY.

**PART 3 (PERMITEE)** - CHECK THE BOX APPLICABLE. IF GREATER THAN A SINGLE HOME, THERE MUST BE A DETAILED PLANNING APPLICATION PROVIDED AND REFERENCED ON THE FORM.

**PART 4 (PERMITEE)** - PERMITEE WILL SUBMIT EVIDENCE OF ALL PERMITS REQUIRED BEFORE THIS PERMIT IS ISSUED AND A CONNECTION CAN BE MADE. IF PERMITS ARE NOT PROVIDED, STOP HERE.

**PART 5 (PERMITEE)** – PERMITEE MUST PROVIDE ANY LABORATORY DATA OR REFERENCE MATERIAL FOR ALL POLLUTANTS OTHER THAN DOMESTIC SEWAGE. AN EXAMPLE WOULD BE DOGPOND WASTE OR INDUSTRIAL WASTE.

**PART 6 (WPCA)** – PROVIDE EVIDENCE OF A CAPACITY LETTER TO SHOW DOWNSTREAM CAPACITY IS AVAILABLE AT ALL TIMES.

**PART 7 (PERMITEE)** - INDICATE IF A LOW PRESSURE SEWER SYSTEM OR GRINDER PUMP IS BEING USED AND EVIDENCE OF COMPLYING WITH WPCA POLICY.

**[ ] PART 8 (PERMITEE) – APPLICANT WILL SIGN AND CERTIFY THAT ALL INFORMATION IS COMPLETE AND ACCURATE ONLY AFTER ALL INFORMATION AND FEES ARE PROVIDED. A COPY OF THE FORM IS THEN GIVEN TO THE APPLICANT TO BE PRESENTED TO THE INSPECTOR AT TIME OF INSPECTION.**

**[ ] PART 9 (PERMITEE/INSPECTOR/WPCA) – APPLICANT MUST PROVIDE INSPECTORS REPORT SECTION TO THE INSPECTOR AT THE TIME OF INSPECTION. THE INSPECTOR WILL COMPLETE THE FORM, SIGN IT, AND BRING IT BACK TO THE WPCA FOR FINAL REVIEW AND APPROVAL. A COPY OF THE INSPECTORS REPORT WILL BE E-MAILED TO THE PERMITEE. AND A FULL COPY WILL BE PLACED IN THE PROPERTY FILE. AT LEAST 2 PICTURES MUST BE PROVIDED AND THE FORM WILL BE CONSIDERED INCOMPLETE UNTIL THE PICTURES ARE LOCATED ON THE FACILITY SERVER AT <S:\WPCA\General\Sewer User files>**

**Rights & Limitations of Permit (From WPCA Policies)**

1. The permit shall remain valid for a period of one year from the date of issuance by the WPCA. If work has not started on the project within one year from the date of issuance, the planning approval and permit shall be considered null and void. The Applicant must re-apply for and obtain planning approval and new permit before proceeding with any work.
2. If the work cannot begin within the one-year time period allotted by the permit, the Applicant may petition the WPCA for a one-year extension of the Permit. To be considered by the WPCA, a request for an extension of the permit must be made by the Applicant at least sixty (60) days prior to the date of expiration of the current permit. Only one, 1-year extension shall be considered for each permit.
3. Who Can Do the Work: Only a contractor that holds a valid Drain Layer’s license may perform the work. In addition, the contractor is required to post a Drain Layer’s bond and provide Certificated of Insurance in amounts acceptable to the Town. Insurance forms are presented in Appendix G.
4. Requirements for Inspection by the Town: All work must be inspected and approved by the WPCA or its representative before permission will be granted to activate the new facilities. The WPCA shall determine the number of inspectors and the amount of the inspection required for each project. It is the responsibility of the Applicant to provide a minimum of 7 days’ notice to the WPCA of his intent to start construction on the project to enable the WPCA to arrange for inspection services. Under no circumstances shall construction be allowed to begin without the approval of the WPCA. Prior to final acceptance of the new facilities by the Town, a final inspection shall be conducted by the WPCA. The cost for all inspection performed by the Town shall be borne by the Applicant.

**Penalties: The Applicant shall be fined in the event of any of the following:**

- a. Commencement of construction prior to receipt of a permit from the WPCA;
- b. Commencement of construction prior to execution of a Developer’s Agreement by the WPCA;
- c. Commencement of construction prior to notification of the WPCA of any changes to the plans or specifications;
- d. Failure to properly arrange for or otherwise permit the inspection of newly constructed facilities by the WPCA; or
- e. Failure to submit as-built drawings to the WPCA within 30 days of final approval by the WPCA.

**Penalties shall be assessed in accordance with the following schedule:**

- Construction without planning approval or a permit – \$5,000/day
- Failure to notify WPCA of any changes \$500/day
- Construction without proper inspection - \$500/day
- Failure to submit O&M manuals or acceptable as-builts - \$100/day

**Penalties related to Fats Oils and Grease (F.O.G.) ordinance violations are covered under separate documents.**

**ASSOCIATED PLANNING APPLICATION DEVELOPERS AGREEMENT, SEWER EXTENSION PERMIT, NAME AND NUMBER IF APPLICABLE –**

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**FEE: \$100 for 150 ft. lateral or less and an additional \$50 for each 100 ft. of pipe added.**

**Ex. 0 -100 ft. = \$100; 100ft. - 200ft. = \$150; 200ft. – 300ft. = \$200.**

**PART I - CHECK LIST**

WPCA Building Connection & Inspection Permit  
Effective Date: 12/1/2015

EXCLUDING THE CHECK SUBMIT TWO (2) COPIES OF THE FOLLOWING DOCUMENTS INCLUDING THIS APPLICATION.

\_\_\_ APPLICATION FEE  
\_\_\_ PLANS & SPECIFICATIONS  
\_\_\_ F.O.G. DISCHARGE PERMIT

\_\_\_ PLANNING APPLICATION  
\_\_\_ EXCAVATION PERMIT  
\_\_\_ CAPACITY LETTER

**PART II - APPLICANT NAME & ADDRESS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE #:  
\_\_\_\_\_

EMAIL:  
\_\_\_\_\_

**BUILDING/RESIDENCE NAME & ADDRESS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE #:  
\_\_\_\_\_

**IS THE BUILDIGN TO BE CONNECTED A FOOD PREPARATION ESTABLISHMENT SUBJECT TO THE WPCA FOG REGULATIONS PER THE DEEP GENERAL PERMIT TO REGULATE FOG INTO THE SEWERS (YES/NO)\_\_\_\_\_ IF YES, STOP HERE AND REFER PERMITEE TO OPERATIONS STAFF.**

**PART III - APPROVAL OF PLANS FOR CONSTRUCTION OF**

\_\_\_ BUILDING CONNECTION FOR PROJECT WITH FLOWS LESS THAN 476 GPD  
\_\_\_ BUILDING CONNECTION FOR FLOWS EQUAL TO OR GREAT THEN 476 GPD (EQUIVALENT TO 2 SINGLE FAMILY DWELLINGS).

**PART IV - APPROVAL OF PERMITS HAVE BEEN OBTAINED**

**(Submit evidence of approvals/permits)**

\_\_\_ WPCA PLANNING/FOG REGISTRATION  
\_\_\_ TOWN PLANNING & ZONING BOARDS/COMMISSIONS  
\_\_\_ CONSERVATION COMMISSION

**PART V - DESCRIBE WASTEWATER CHARACHTERISTICS OF WASTEWATER BEING DISCHARGED INTO THE SEWER SYSTEM.** (Attach additional sheets if necessary, and lab reports or reference material.)

[ ] RESIDENTIAL  
[ ] INDUSTRIAL

**PART VI - SEWER SYSTEM**

HAS A CAPACITY LETTER BEEN ISSUED WHICH DEMONSTRATES THE SEWER AND FACILITY HAVE ADEQUATE CAPACITY TO HANDLE THE PROJECTED FLOWS OR HAVE ENGINEERING REPORTS WHICH COVER CAPACITY ANALYSIS BEEN COVERED SEPARATELY AS PART OF A SEWER EXTENTION AGREEMENT, DEVELOPERS AGREEMENT OR PLANNING APPLICATION (YES/NO)? \_\_\_\_\_

DATE OF CAPACITY LETTER \_\_\_\_\_

DOWNSTREAM Pipe Size(s), Length(s), Material(s):

\_\_\_\_\_  
\_\_\_\_\_

**PART VII – LOW PRESSURE SEWER SYSTEM**

**A GRINDER PUMP SYSTEM HAS BEEN APPROVED BY THE WPCA FOR THE RESIDENCE AT:**

\_\_\_\_\_, **SUFFIELD, CT.**

The following conditions have been met or exceeded:

- 1) System design reviewed and approved by WPCA or representative for capacity, pipe size, isolation requirements, and homeowner education, compliant with policy? \_\_\_\_\_(Yes/No)
- 2) Emergency Power connected or connection available? Type: \_\_\_\_\_
- 3) System inspected by local plumbing inspector/drain layer installed? \_\_\_\_\_ (Yes/No) Who? \_\_\_\_\_
- 4) Maintenance and repair procedures posted and reviewed by home owner? \_\_\_\_\_(Yes/No)
- 5) Supporting materials attached such as receipts, manuals, pictures, plans and specifications? \_\_\_\_\_(Yes/No)

Initial: \_\_\_\_\_

**PART VIII – SIGNATURES**

This is to certify that I have personally reviewed all engineering information contained in the planning application and supporting documents, drawings, plans, and specifications which are part of this application and that I have going it to be of good engineering quality, true and correct, and in conformance with the requirements of the Town of Suffield, Water Pollution Control Authority, and it does not, to the best of my knowledge, withhold information that is pertinent to a determination of compliance with the requirements of the WPCA.

Name of Design Engineer: \_\_\_\_\_  
Design Firm: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_

**OFFICIAL USE ONLY**

PERMIT ISSUED \_\_\_ YES \_\_\_ NO

REVIEWED BY: \_\_\_\_\_  
PRINT NAME/TITLE

DATE ISSUED: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

**PART IX – INSPECTION - TO BE GIVEN TO THE CONTRACTOR PERFORMING THE WORK OR PROPERTY OWNER**

UNDER NO CONDITION SHALL THE PIPE BE COVERED UNTIL THE SAME HAD BEEN INSPECTED BY THE SEWER INSPECTOR OR HIS AGENT AND APPROVAL GIVEN IN WRITING.

A COPY OF THE PERMIT SHALL BE GIVEN TO THE PROPERTY OWNER AND ONE COPY MAINTAINED BY THE WPCA.

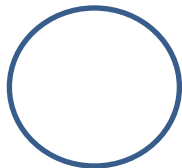
THE WPCA COMMISSION MAY REQUIRE THE OWNER TO UNCOVER THE SEWER TO EXPOSE THE PIPE IF THE ABOVE REQUIREMENTS HAVE NOT BEEN MET.

AN AS-BUILT DRAWING MUST BE PROVIDED TO THE WPCA FOR DEVELOPMENTS OR MULTI UNIT INSTALLATIONS OR LOW PRESSURE SEWER SYSTEMS. SEWER TIE IN MEASUREMENTS MUST INCLUDE AT LEAST ONE DISTANCE MEASUREMENT OF CONNECTION POINT TO MANHOLE.

WPCA Building Connection & Inspection Permit  
Effective Date: 12/1/2015



**DRAW BELOW:**



SHOW NORTH WITH ARROW

SIGNED BY: INSPECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

WPCA CHIEF OPERATOR: \_\_\_\_\_ DATE: \_\_\_\_\_

**NO SIGNATURES WITHOUT PROOF OF DRAWING AND PICTURES**