PERMIT # - _____

TOWN OF SUFFIELD
WATER POLLUTION CONTROL AUTHORITY

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

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

844 East Street South
Suffield, Connecticut 06078-2402

SEWER CONNECTION PERMIT

GENERAL

1) Completely fill out all sections under **Applicant (Pages 1-2 and Page 4)**
2) **Read Rights and Limitations of Permit on page 3. Signature by the applicant acknowledges review of the rights and limitations section.**
3) Construction of any connection to the Town of Suffield WPCA sewage system **must** follow the Town of Suffield **Water Pollution Control Authority's Policies and Requirements for Extensions & Repair to Existing Sewerage Facilities.** The website is: https://www.suffieldct.gov/departments/wpca (see "Resources", select "Applications & Permits")

Applicant:

1. Building Residence:
   Name: _____
   Address: _____
   _____
   Telephone Number: _____
   Email: _____

2. Applicant (**Drain Layer performing the work**):
   Name: _____
   Address: _____
   _____
   Telephone Number: _____
   Email: _____

3. Confirm Building Connection:
   _____ 126 GPD (1EDU) (1 home or apartment)
   _____ 2 EDUs or more/Sewer Extension

4. Characteristic of wastewater being discharged into the sewer system:
   _____ Residential Wastewater
   _____ Industrial Wastewater
   _____ Commercial Wastewater

6. Pipe material, length, size of pipe being used and provide a plan (sketch) for sewer installation:

_____

Revised Date 5/18/2026

7. Is the connection gravity or low-pressure system (has a grinder pump):
   Gravity _____
   Low-pressure _____

If the connection is low pressure system with a grinder pump please fill out attachment A.

8. FEE: $100 for 100 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.

   Application Fee: _____

9. Checklist:

   Application Fee: _____ Insurance: _____ Drain layers License: _____

   Bond ($5,000.): _____ Drain Layer's Driver License (Verification purposes): _____

   Copies of other boards or commissions approval's if applicable: _____

   Call Before You Dig Ticket Number: _____ Plan of proposed lateral: _____

10. Applicant Signature: _____ Date: _____

    Contractor Signature (If different than applicant): _____ Date: _____

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 WPCA.

4. Requirements for Inspection by the WPCA:
    a. All work must be inspected and approved by the WPCA or its representative before permission will be granted to activate the new facilities.
    b. The WPCA shall determine the number of inspectors and the amount of the inspection required for each project.
    c. It is the responsibility of the Applicant to provide a minimum of **7 days'** notice to the WPCA of their intent to start construction on the project to enable the WPCA to arrange for inspection services.
    d. **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 WPCA, a final inspection shall be conducted by the WPCA. The cost for all inspection performed by the WPCA shall be borne by the Applicant.
    e. Under no condition shall the pipe be covered until there has been an inspection by the WPCA.
    d. **The WPCA Commission may require the owner to uncover the sewer to expose the pipe if the above requirements have not been met.**

Penalties: The Applicant shall be fined in the event of any of the following:
(From Water Pollution Control Authorities Policies and Requirements for Extensions and Repair to Existing Sewerage Facilities for the Town of Suffield Connecticut)

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:
(From Water Pollution Control Authorities Policies and Requirements for Extensions and Repair to Existing Sewerage Facilities for the Town of Suffield Connecticut)

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

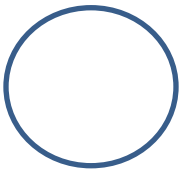
Penalties related to Fats Oils and Grease (F.O.G.) ordinance violations are covered under separate documents.

Applicant Signature: _____ **Print Name:** _____

Date: _____

Contractor Connection Plan

Draw Below:



Show North with Arrow

Revised Date 5/18/2026

Attachment A

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 deemed 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: _____

Email: _____

Applicant Signature: _____

Applicant Email: _____

Applicant Phone Number: _____

Official Use Only

Permit Issued ____YES ___NO

Capacity Letter Date: _____

Reviewed by (Print name): _____

Title: _____

Date issued: _____

Signature: _____

Inspection

Inspection cannot be performed unless permit has been issued by WPCA Superintendent or his/her designee.

A copy of the permit shall be given to the property owner and one copy maintained by the WPCA.

An as-built drawing must be provided to the WPCA. Sewer tie-in measurements must include one distance measurement of connection to a manhole.

One will show the pipe connection, and the other will show the path of the pipe from the connection location to the home or business.

Must include one stationary landmark for use to determine distance and length. Examples include telephone poles, manholes, or houses.

The pictures must have the address or parcel number, the date, and permit number included in the description.

Inspection Date: _____

Inspector/Agent:

Name:_____

Signature: _____

Inspector's report: _____

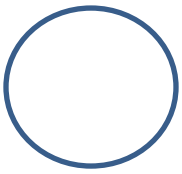
_____

_____

_____

Drawing of connection (Must include a minimum of three measurements, one of which must be based from nearest manhole to connection point):

Draw Below:



Show North with Arrow

Signed by Inspector: _____ DATE: _____

WPCA Superintendent: _____ DATE: _____

NO SIGNATURES WITHOUT PROOF OF DRAWING AND PICTURES