

**§23-07 Standards and Requirements for the Submission and Approval of Private Sewer or Private Drain Construction Permit Applications and Professional Engineer or Registered Architect Construction Supervision.**

(a) *Private sewer or private drain construction permit applications; when required.* Owners with approved private sewer or private drain plans shall submit a private sewer or private drain construction permit application and all the information and documentation required by subdivision (d) of this section at the time of the preconstruction meeting required by subdivision (c) of this section.

(b) *Standards and requirements for department's approval of professional engineers and registered architects supervising the construction of private sewers or private drains.*

(1) *Prohibition.* No owner proposing to construct a private sewer or private drain may hire a professional engineer or registered architect to supervise the actual construction of a private sewer or private drain without the prior written approval of the department. Once a professional engineer or registered architect is approved by the department, there shall be no change to the owner's approved professional engineer or registered architect or his or her representative without the prior written approval of the department.

(2) *Requirements for approval.* The owner shall submit the name, address, resume, and a list of relevant construction supervision work experience of the professional engineer or registered architect selected to supervise the construction of the private sewer or private drain. If the professional engineer or registered architect will not be personally supervising the construction, then the professional engineer or registered architect shall also submit the resume and list of relevant construction supervision work experience of the person(s) in his or her employ who will be supervising the construction.

(3) *Standard for approval of professional engineers, registered architects, and their employees.* The department shall approve an owner's proposed professional engineer or registered architect to supervise the actual construction of a private sewer or private drain construction project and any related work, drawing, or plans after the department has determined that the professional engineer or registered architect has either:

(i) previously directly supervised and successfully completed at least two private sewer or private drain construction projects, or two capital sewer construction projects, or

(ii) has worked, with or without a professional license, in a responsible capacity under the direct supervision of a professional engineer or registered architect in connection with all stages of two such projects to their successful completion. The department reserves the right to reject the owner's professional engineer or registered architect if the department has documented that the professional engineer or registered

architect failed to fully comply with the department's requirements or orders on any previous private sewer or private drain construction project, or on any capital sewer construction project. The department's approval shall not be unreasonably withheld.

(4) *Filing of supervision agreement.* After the department's approval of the owner's professional engineer or registered architect, the owner shall file a copy of the supervision agreement between the owner and his or her professional engineer or registered architect with the department.

(c) *Pre-construction meeting.* A pre-construction meeting between the department, the owner's professional engineer or registered architect, and the owner's contractor shall be held prior to the issuance of any private sewer or private drain construction permit. The professional engineer or registered architect shall prepare minutes of the meeting and submit the minutes to the department for review and approval. The department shall provide field books to be used by the professional engineer or registered architect.

(d) *General requirements for the submission of private sewer or private drain construction permit applications.* All private sewer or private drain construction permit applications shall be prepared by or under the supervision of the approved professional engineer or registered architect and shall be accompanied by the following information and documentation:

- (1) an approved and valid private sewer or private drain plan;
- (2) a completed private sewer or private drain construction permit application on a form supplied by the department signed by the applicant and the department;
- (3) a street opening permit issued by the city;
- (4) a signed and notarized copy of the construction contract between the owner and his or her private sewer or private drain contractor including the contractor's bid;
- (5) an insurance policy complying with the requirements of sections 23-03 and 23-04 this rule provided by the owner or his or her contractor and submitted directly by the owner or his or her contractor or their insurance broker to the department's borough records office;
- (6) performance and maintenance bonds posted by the owner or the owner's contractor in the amount specified on the owner's approved private sewer or private drain plan;
- (7) the signed and notarized agreement between the owner and his or her approved professional engineer or registered architect supervising the construction of private sewer or private drain;
- (8) the signed and notarized agreement between owner and his or her contractor;
- (9) traffic stipulations issued by the city;
- (10) vendor's list;
- (11) pavement restoration requirements issued by the city; and
- (12) the private sewer or private drain construction permit application fee.

(e) *Standard for approval of private sewer or private drain construction permit applications.* The department shall approve a private sewer or private drain construction permit application only after the department has determined that such application is complete and is in full compliance with all standards, requirements, and provisions of this rule and the department's most recent design criteria.

(f) *Duration of approval.* A private sewer or private drain construction permit shall be valid for a period of ninety days from the date of issuance. If construction is not commenced within ninety days from the date of permit issuance, then the permit shall be null and void and the applicant shall be required to submit a new private sewer or private drain construction permit application in accordance with the requirements of this rule before commencing construction of any private sewer or private drain.

(g) *Place of issuance.* The department's borough records office shall issue private sewer or private drain construction permits.

(h) *Commencement of construction and assignment of the approved professional engineers, registered architects, or their approved employees at the construction site.*

(1) *Commencement of construction.* The private sewer or private drain construction permit shall specify a construction start date and time that is mutually acceptable to the department and the approved professional engineer or registered architect.

(2) *Assignment of the approved professional engineers, registered architects, or their approved employees at the construction site.* The approved professional engineer or registered architect shall maintain full time on-site construction inspection and supervision services at the construction site from the time construction commences to the time of final completion. The approved professional engineer, registered architect, or their approved employees shall telephone the department daily between 8:30 a.m. and 9:00 a.m. to report his or her presence at the construction site and to report on the scheduled work for the day.

(3) *Duty to inform the department of construction problems or field changes.* The approved professional engineer or registered architect shall promptly report to the department any construction or job related problems or any field changes that arise or are anticipated.

(i) *Post-construction record submissions.* After completion of the construction of a private sewer or private drain and prior to final acceptance of such private sewer or private drain by the department, the approved professional engineer or registered architect shall submit to the department two notarized lists of actual costs incurred in the private sewer or private drain construction along with a copy of all bills, invoices, and receipts from all contractors, sub-contractors, vendors, manufacturers, and any other entities which provided goods or services.

(j) *Required field records.* The approved professional engineer or registered architect or their approved employee shall maintain the following field records on forms supplied by the department:

(1) daily construction record book;

- (2) professional engineer or registered architect's record drawings;
- (3) water service location sketch;
- (4) existing pavements' sketch;
- (5) property damage and accident reports;
- (6) line and grade layout and field changes;
- (7) summary of laboratory reports;
- (8) concrete cylinder summary sheet;
- (9) layout and final measurement book;
- (10) line and grade stake out;
- (11) field changes;
- (12) final inspection, measurements, and TV inspection and video taping;
- (13) final restoration of pavements;
- (14) concrete strength analysis;
- (15) tracings-as-built record;
- (16) supervision of site connections;
- (17) partial approval for site connections; and
- (18) completion and acceptance certification.

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