

OVERVIEW OF SEWER CERTIFICATION AND SEWER CONNECTION PERMITTING PROCESS

The following guidelines provide property owners and applicants with an introduction to DEP’s regular approval processes for new combined, storm and sanitary sewer connections. They apply for any new connection to a City sewer, a private sewer, a private drain, or an approved outlet. These requirements may also apply for building alterations or renovations that increase the combined, sanitary and/or storm flow generated on the site. Please consult with the New York City Department of Buildings (DOB) for specific criteria on alterations and renovations. These instructions pertain to the regular approval process only; for information on the self-certification approval process, see <http://www.nyc.gov/dep>.

Phase I: Sewer Certification

Illustration of Process for Sewer Connections

The first phase of this process is obtaining a sewer availability certification from DEP for the proposed connection. The purpose of a sewer availability certification is to verify the adequacy of the existing abutting sewer to receive site storm and sanitary discharge from a development. Sewer certification applications must be submitted by a New York State licensed Professional Engineer (PE) or Registered Architect (RA).

There are two types of sewer connection certification applications:

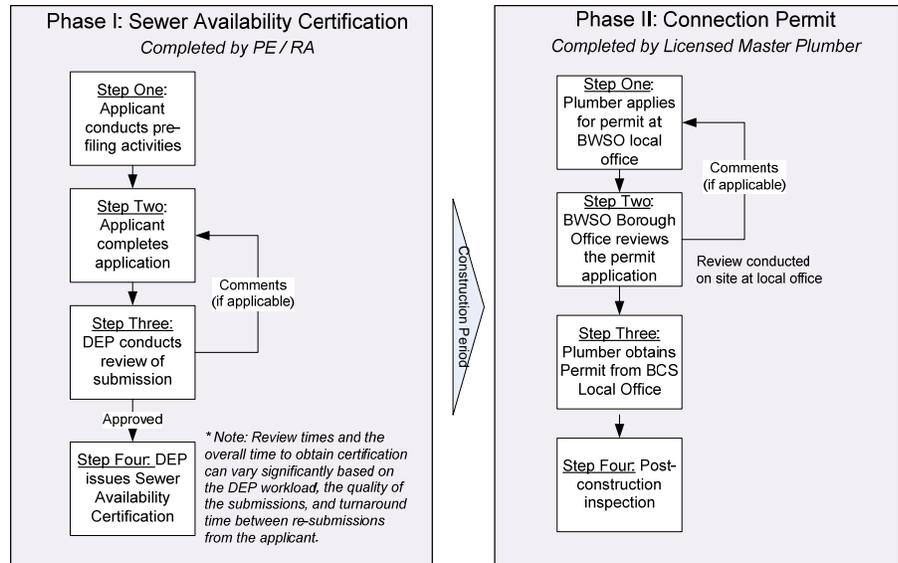
1. House Connection Proposals (HCPs) are for 1, 2, or 3 family homes that are “fee simple” (i.e., the title holder has exclusive ownership of and rights to the property). These properties must also be (a) without commercial use; (b) with individual connections to existing sewers fronting the property; and (c) without any common drainage facilities (note: Siamese connections may be proposed with an HCP).
2. Site Connection Proposals (SCPs) are required for all other properties.

Step One: Applicant conducts pre-filing activities including data gathering, record requests, and site surveys

- Prior to submitting an application to DEP, ensure you have filed all applicable forms, applications, etc. with the DOB and secured the appropriate project number (i.e., “NB” number, alteration number). Please consult the DOB for further information on their forms, application, and processes.
- Further guidance on required pre-filing activities, such as DEP application forms, detailed application guidelines, design standards, frequently asked questions, and templates are available at <http://www.nyc.gov/dep>.
- Request a field investigation if no records are available; you may also request a pre-submittal meeting. Further information regarding field investigations and pre-submittal meetings are available at <http://www.nyc.gov/dep>.

Step Two: Applicant completes application including all required supporting documentation

- Carefully review the guidance and complete all required fields, including checklists. Detailed information and submission guidelines are available in the body of each application.
- The application form must be submitted on double sided, legal size paper.
- Submit six (6) copies of the application form, signed and sealed by a PE / RA, with a signed cover letter, fees, attachments, and completed checklist to the address listed on the application package.





DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WATER & SEWER OPERATIONS (BWSO)

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Step Three: DEP reviews the submission

- DEP will review the application to ensure it is accurate, complete, and compliant with all applicable DEP rules and regulations.
- If the application is returned with comments, the applicant must make requested changes before resubmitting the application.
- The review and comment process will continue until the application is deemed correct and is certified.
- *The overall time to obtain certification can vary based on the DEP workload, the quality of the submissions, and turnaround time between re-submissions from the applicant.*

Step Four: DEP issues Sewer Certification (valid for two years)

- Once the application is certified, the applicant is notified that he or she may pick it up at the DEP Borough Water and Sewer Office, or it may be mailed upon request.

Phase II: Sewer Connection Permit

The second phase of the process is obtaining a Sewer Connection Permit. After or immediately prior to completion of the construction of the building, the property owner hires a Licensed Master Plumber to apply for a Sewer Connection Permit.

Step One: Licensed Master Plumber applies for permit at the DEP Borough Water and Sewer Office

The Licensed Master Plumber presents a copy of the certified House or Site Connection Proposal, a completed *Application for Permit to install single/multiple premise(s) sewer House connection(s)*, and a DOB Work Permit. See the *Checklist for Submitting Permit Application for Single/Multiple Premise(s) Sewer House Connection(s)*, available on the DEP website, for additional supporting documentation that may be required.

Step Two: DEP Bureau of Water and Sewer reviews the permit application and supporting documents for accuracy and completion.

- If the application requires changes, the reviewer will request modifications from the plumber.
- If the application is accepted, the reviewer will stamp the application as approved. The approval is valid for 60 days.

Step Three: Licensed Master Plumber obtains a DEP Permit from the DEP Bureau of Customer Services (BCS) Local Office

- The Licensed Master Plumber must bring the stamped DEP permit application along with the permit fee, to the DEP BCS Local Office.
- BCS will ensure the plumber has the required approvals and is in good standing (i.e., no outstanding payments) before issuing the permit.
- The permit is valid for 60 days from the date of issuance.

Note: Either a DEP approval (step 2) or a DEP permit (step 3) is required to obtain a NYC Department of Transportation Street Opening Permit (<http://www.nyc.gov/dot>).

Step Four: DEP conducts a connection inspection

- The Licensed Master Plumber will notify DEP when the sewer connection work is ready for inspection. The trench must be open for any un-inspected length and all work on pipes, joints, etc. must be visible. The connection inspection must be scheduled at least 24 hours in advance.
- DEP will issue a Certificate of Inspection (C of I) after all work is completed in compliance with the sewer certification. The original C of I is stored at the BWSO Borough Water and Sewer Office and a copy is sent to the plumber and to the Department of Buildings.

For More Information

For application forms, frequently asked questions, and information on where to obtain records, visit <http://www.nyc.gov/dep> and click on “Forms and Permits,” then “Water and Sewer Forms.”