

Water, Sanitary Sewer & Sump Service Leads  
Commercial Permit Application for Existing Structures

Owner/Agent Name \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_

Service Address \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_ Other (\_\_\_\_) \_\_\_\_\_ Sidwell No. \_\_\_\_\_  
Village / Twp \_\_\_\_\_

**Description of Facility**

Complex or Building Name \_\_\_\_\_ Unit or Suite \_\_\_\_\_  
 Single Unit Bldg.  Bldg. with \_\_\_\_ units  Apartment with \_\_\_\_ units  
Usage \_\_\_\_\_ Sq. Footage \_\_\_\_\_

**Commercial Site plans must include:**

A site plan to scale must include all proposed underground water, sanitary, & storm sewer line locations and respective leads. All other structures and utilities on property must be shown including any manholes, gate valves, or storm drains, sidewalk/safety path, driveway locations, and the location of any existing septic tanks or wells. Show all existing and proposed easements, property lines, setbacks and etc.

**Contractor & Other Required Permits**

Excavator: \_\_\_\_\_ (Note: Sewer Contractor must be Bonded with DPW)  
Provide all Permit Numbers that apply to the Site.

**Plumbing Permit No.** \_\_\_\_\_ (Reqd. for all conversions from private well to water system)  
OCHD Well Abandonment Permit No. \_\_\_\_\_

**Permits**

- Water Service (Description of all that apply)
  - Building Service Service Lead Size \_\_\_\_\_ Water Meter Size \_\_\_\_\_
  - Fire Suppression System Service Lead Size \_\_\_\_\_ Water Meter Size \_\_\_\_\_<sup>3/4"</sup>
  - Irrigation System Service Lead Size \_\_\_\_\_ Water Meter Size \_\_\_\_\_
- Service Lead Material  Copper  Plastic – Type: \_\_\_\_\_

(Note: If an irrigation system is installed after water service connection, a plumbing permit must be pulled.)

**New Construction**

- Sanitary Sewer Lead
- Oil/Grease Separator
- Oil/Grease Trap
- Sump Lead

**Existing Building**

- Sanitary Sewer Lead Repair \_\_\_\_\_ ft
- Oil/Grease Separator Repair/Replacement
- Oil/Grease Trap Repair/Replacement
- Sump Lead Repair \_\_\_\_\_ ft
- Water Service Repair \_\_\_\_\_ ft
- Copper  Plastic – Type: \_\_\_\_\_

Notes: \_\_\_\_\_  
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**COMMERCIAL SITE AS-BUILT PLAN**

As-Built data must be put on the Site Plan to close out this application. The Site Plan must include, but not limited to the following:

All measurements of the service and or leads, all bends, fittings used, transitions in sizes, changes in materials, descriptions of materials witness measurements tying down structures at grade, & invert elevations, slope percentages, etc.

**CROSS CONNECTION PROGRAM**

One set of plumbing plans are to be submitted for review. An Escrow Account shall be established with the DPW for the plan review and site inspections. Certificate of Occupancy will not be issued with out compliance of the Cross Connection Program. Testable devices shall be tested annually. Facility re-inspections will occur upon modifications to the plumbing system, change of use and upon a schedule based on water usage of the facility and its corresponding risk.

**FOR OFFICE USE ONLY**

Sewer Permit Fee	\$ _____
Water Permit Fee	\$ _____
Sewer Capital Charge	\$ _____
Water Capital Charge	\$ _____
_____ Dia. Meter	\$ _____
Meter Installation	\$ _____
Water Tap Charge	\$ _____
Construction Water	\$ _____
Cross Connection Escrow	\$ _____
_____	\$ _____
<b>Total Charges</b>	<b>\$ _____</b>

Site Plan  
 Water Packet       Sewer Packet

Notes:

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