



Engineering and Capital Projects: Sewer Utility Tap Permit Application

WASHOE COUNTY ENGINEERING & CAPITAL PROJECTS

SECTION A – WASHOE COUNTY UTILITY TAP CONDITIONS

AN ELECTRONIC SUBMITTAL IS PREFERRED PLEASE E-MAIL COMPLETED FORM TO CSD-UTAP@WASHOECOUNTY.GOV

The undersigned is hereby applying for a permit to connect the subject property to the municipal sewer collection system. This permit is subject to the requirements outlined in [Washoe County's Requirements and Schedule of Rates and Charges and Pretreatment Program for Sanitary Sewer Service Ordinance No. 1615](#), [Washoe County Development Code](#), [Washoe County Gravity Sewer Collection Design Standards](#), [Washoe County Standard Details](#) and the following permit conditions as noted below:

1. ACCEPTANCE OF THE PROVISIONS: It is understood and agreed by the Permittee that all conditions have been read and understood. The Permittee agrees to comply with all conditions.
2. ACQUISITION OF PERMIT: A Utility Tap Permit shall be obtained prior to connecting to the municipal sewer system. The property owner is required to obtain a contractor that is licensed, bonded, and insured to do work for Washoe County. The Contractor may represent the owner as the owner's Permittee. The purpose of the permit is to establish construction standards for all sanitary sewer collection systems that may be connecting to the municipal sewer collection system and ensure the County Infrastructure is being properly built and maintained.
3. OTHER PERMITS: The Permittee is responsible for obtaining any necessary Occupancy Permits from the jurisdiction responsible for the Right-of-Way. If abandoning a septic system the Permittee must obtain a Septic Abandonment Permit from the Washoe County Health Department. The Permittee should not assume this is a complete list of permits that may be required.
4. PERMIT TO REMAIN ONSITE: The Utility Tap Permit issued by the Community Services Department must be made available at the job site at all times during construction.
5. CONNECTION CHARGES: The property is subject to sewer connection charges outlined in Section 6.1 of Ordinance No. 1615. A full accounting of assessed fees shall be provided to the Permittee by means of a fee workbook, after having been reviewed by the financial staff of the Utility.
6. GPS REQUIREMENT: Per NRS Section 455.131 all sewer laterals shall be locatable. The Permittee shall have the point of connection to the sewer main and location it exits the Right-of-Way GPS located per Washoe County Design Standards or provide another acceptable permanent device that provides a means of detecting the lateral in a noninvasive manner.
7. INSPECTION SERVICES FEES: Inspection services are based on time charged by inspectors for work performed. Money collected for inspection services accounts are only an estimate and additional fees may be due at project completion. A monthly statement will be provided on the balance of the Inspection Account. **NOTE: Inspection account will only be created in the property owner's name and any remaining balance will be refunded to the owner; subsequently, any balance due at the completion of the project will be the responsibility of the property owner.**
8. USER RATE FEES: It is the responsibility of the property owner to ensure they pay their sewer bill after connecting to system regardless whether a bill is received, per Section 7.12 of Ordinance No. 1615. Billing shall begin the first of each month after the property has received Certificate of Occupancy or final inspection of an abandoned septic system.
9. APPLICATION SUBMISSION: Deliver application to Engineering and Capital Projects staff including \$1,500 inspection services deposit. Staff will review the site plan, check the status of the contractor, and prepare the fee workbook. Checks should be made payable to Washoe County Treasurer's and delivered to Engineering and Capital Project staff to process. Once review comments have been addressed and all fees have been paid, Washoe County will issue a Sewer Utility Tap Permit.
10. INSPECTION NOTIFICATION: The Permittee shall notify Washoe County Inspection Services 48 hours prior to performing any work on this permit by calling 775-954-4601 to schedule an inspection. No sewer shall be backfilled at any point until it has been inspected and passed for acceptance. Privately owned and maintained sewer laterals shall conform to Washoe County Design Standards and may be inspected as far as the building envelope.
11. PENALTIES: Failing to follow these provisions will result in code enforcement being notified and may result in a fine to be not more than one thousand (\$1,000) dollars. Damage to the sewer facilities as a result of not following these provisions will be the sole financial responsibility of the Permittee.

I, the undersigned, certify that I have fully read and understand the above Section A – Washoe County Utility Tap Conditions and will comply with the conditions and requirements as set forth:

Signature: _____ Printed Name: _____ Date: _____



SECTION B – APPLICATION FORM

\$1,500 inspection deposit due at the time of application.

Make Check Payable to Washoe County Treasurer.

Inspection deposit will be held and billed to the property owner only.

Application Submitted By (print): _____

PROJECT OWNER INFORMATION (Legal Name and Address for Owner Required)

Name _____ Attn: _____
 Mailing Address _____ Email _____
 City _____ State _____ Zip Code _____
 Phone _____ Cell _____ Fax _____

CONTRACTOR INFORMATION (Required)

Name _____ Attn: _____
 Mailing Address _____ Email _____
 City _____ State _____ Zip Code _____
 Phone _____ Cell _____ Fax _____

ARCHITECTURAL OR ENGINEERING FIRM (Optional)

Name _____ Attn: _____
 Mailing Address _____ Email _____
 City _____ State _____ Zip Code _____
 Phone _____ Cell _____ Fax _____

PROJECT INFORMATION (must have APN & address issued prior to applying for service)

Service Address _____ Suite _____
 City _____ State _____ Zip _____
 Assessor Parcel # (APN) _____ # of Units _____

Brief Project Description (Required)

Are there auxiliary water sources on the project site? (Required)

Well on Property: Yes No Abandoning Septic System: Yes No

FOR INTERNAL USE ONLY

Project Name _____ Submitted By: _____

Sewer System: _____ Submitted Date: _____



SECTION C – SITE PLAN

The Permittee shall provide (1) set of design drawings 24 inches by 36 inches in size prepared and stamped by a licensed engineer in the State of Nevada. An electronic copy of the plans must be submitted in individual .tif (**NOT .tiff**) files for each sheet of the set and be in a CCITT group 4 compression with a resolution of 300 dpi. At a minimum the plans must call out the size and type of pipe, all invert elevations, depict the location of all potential utility conflicts, and the half full velocity of each pipe segment. The plans should also include all relevant standard details. **NOTE: It will be the responsibility of the Permittee to submit a set of as-built plans to Washoe County staff at the completion of the project in a similar format as previously stated.**