



**BECKLEY
SANITARY BOARD**

SEWER TAP APPLICATION

301 South Heber Street

Beckley, WV 25801

(304) 256-1760

Name: _____

Mailing Address: _____

Phone number(s): _____

Property Location: _____

Tax Map No. _____ Parcel No. _____

Property Owner's Name (if different from above): _____

Type of Service: Residential ☐

Commercial ☐

For Residential Use Only

Square Ft. of dwelling	
Number of Bedrooms	
Number of Bathrooms	

For Commercial Use Only

Type of Business/Industry (restaurant, day care, manufacturing, etc.)	
Products Manufactured	
Number of Employees	
Number of Bathrooms	
Estimated Water Consumption (gal)	
Type of Pretreatment Devices	

Tap application approval will be determined in 10 business days.

(See Customer Info Packet for more details.)

I HEREBY APPLY FOR SANITARY SEWER SERVICE AT THE ABOVE LOCATION AND AGREE TO PAY FOR THE SERVICE UNTIL DISCONTINUED BY MY REQUEST. I UNDERSTAND THAT THIS APPLICATION IS ACCEPTED SUBJECT TO THE AVAILABILITY OF SERVICE AT THIS LOCATION AND UNDERSTAND THERE IS A \$500.00 TAP FEE AFTER TAP APPROVAL. I ALSO AGREE TO ABIDE BY ALL SANITARY BOARD REQUIREMENTS WITH REGARD TO PROVIDING SEWER SERVICE.

Applicant's Signature

Date



301 S Heber Street, Beckley WV 25801
Phone:304-256-1760 Fax:304-256-1793

TO: APPLICANTS FOR A SANITARY SEWER TAP

Attached you will find the following forms:

- Application for Sewer Tap
- Sewer Service Installation Requirements
- Excerpts from the Public Service Commission of West Virginia Rules and Regulations for the Government of Sewer Utilities 150CSR5

To apply for connection to the sanitary sewer system you will need to take the following steps:

- Complete the "Sewer Tap Application" providing as much information as you can about the facility for which you are requesting service;
- Return the completed application to the Sanitary Board office. The tap fee is \$500.00. Do not pay the tap fee until BSB advises you can pay. If there are unusual circumstances, such as service not being readily available, the tap fee could be more. In any case, we will advise you before any work is done;
- Read the "Sewer Service Installation Requirements" and review the sample drawings. You will need to reference these requirements during your service line installation to make sure your installation meets Sanitary Board requirements;
- For all new service connections, before connection to the system can be made, you will also be required to complete a sewer service account application for the specific service location, if you are a new, non-established customer a deposit will also be required.

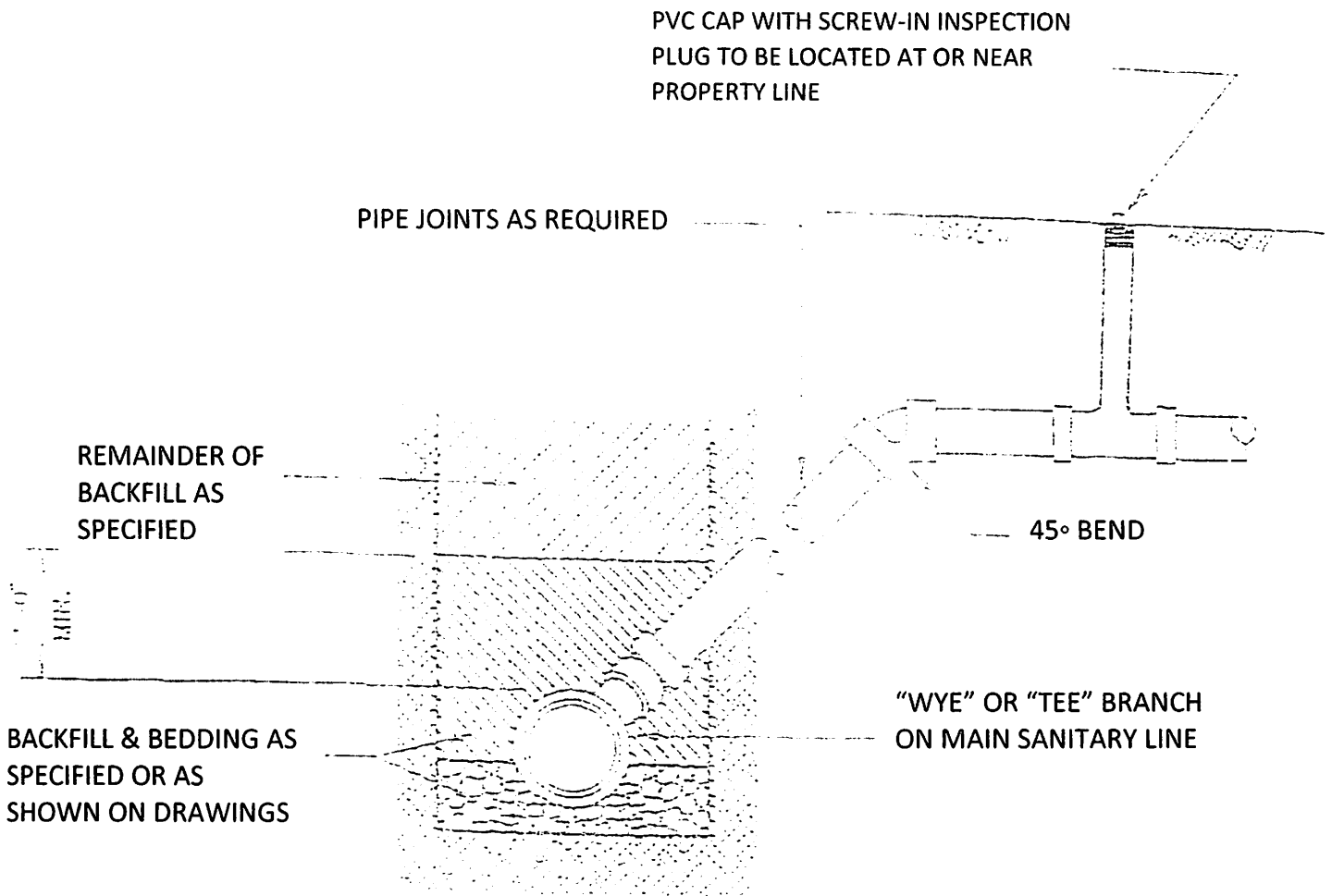
After the Sanitary Board receives your sewer tap application, a representative will visit your site and determine how your property can be served. The Sanitary Board representative will mark the location where the connection will be made. Our responsibility is to provide service to your property line. You will be responsible for installing your service line from the property line to your structure in accordance with Sanitary Board and Public Service Commission requirements.

The "Sewer Service Installation Requirements" will assist you with a description of the type of sewer pipe to use, as well as identify clean out requirements and amount of cover required. Remember, the Sanitary Board must inspect and approve the installation of your service line before it is covered. The Sanitary Board will make the actual connection of your service line to the main sewer. Also be advised that no surface water sources, such as gutters, downspouts and storm drains can be connected to the sanitary sewer system.

Restaurants, garages, car washes, industrial users, and other types of establishments must meet special requirements prior to connection. Please contact the Sanitary Board for additional information pertaining to these requirements.

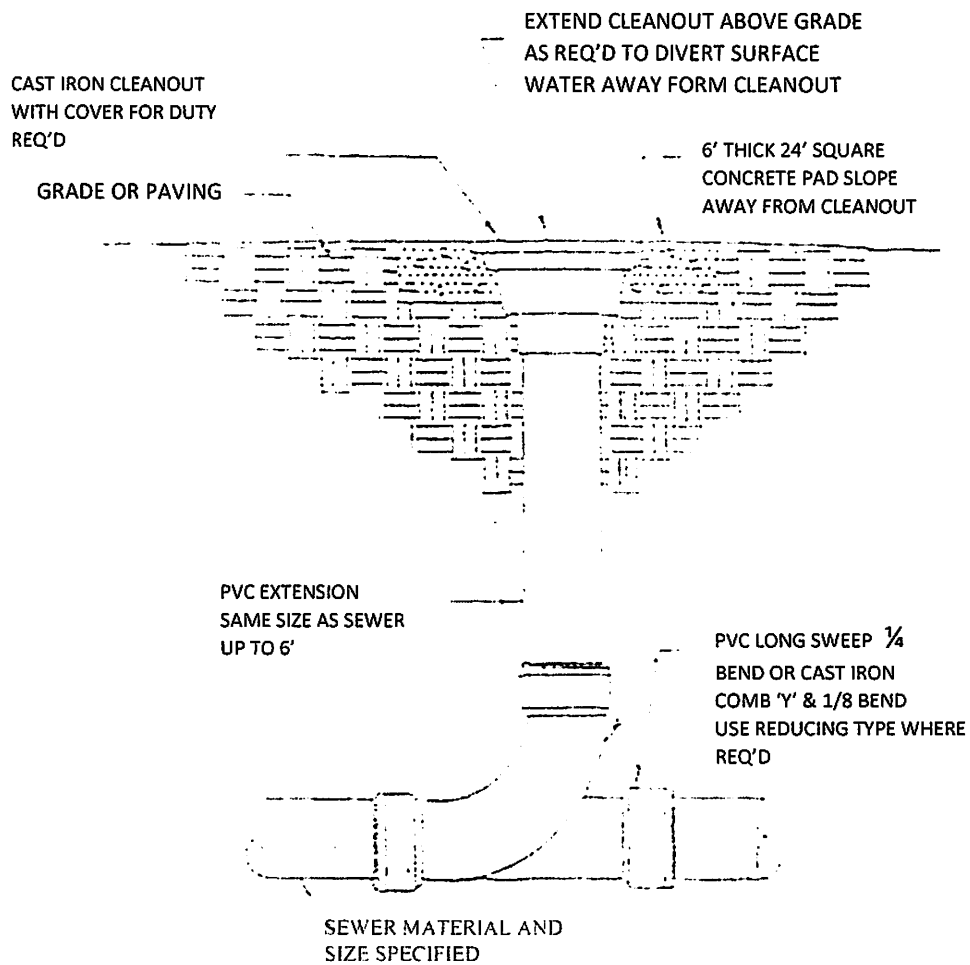
Please allow 5-7 business days after turning in application
--

- 1) No person shall uncover, make any connections with or opening into, use, alter or disturb any sanitary sewer or appurtenance which is either owned or served by the Sanitary Board without first obtaining a written permit from an authorized representative of the Sanitary Board
- 2) **Illegal Discharges:** No person shall make any connection of roof downspouts, foundation drains, areaway drains or other sources of surface runoff or ground water to a customer service line or lateral sewer which in turn is connected directly or indirectly to a sanitary sewer.
- 3) **Approved materials and specifications for sanitary sewer lines:**
 - a. PVC pipe and fittings shall be SDR 35 (ASTM D3034) or Schedule 40 (ASTM)
 - b. Ductile iron pipe with an integral bell and spigot rubber gasket joint.
NOTE: Where any sewer service line is buried with less than 3 ft of cover and passes beneath a traffic area, driveway, or parking lot, the service line shall be either ductile iron or encased PVC. Encased PVC shall be encased in steel casing pipe having an inside diameter at least two inches greater than the outside diameter of the PVC pipe.
 - c. All joints shall be watertight construction with factory fabricated fittings, couplings and adapters. No oakum, mastic or cement joints will be accepted.
- 4) **Size:** The building sewer shall not be less than four (4") inches in diameter and shall be installed at a uniform fall or not less than 1/8 inch fall/foot (12.5" per 100 feet).
- 5) **Burial:** Building sewers shall be buried with at least twenty inches of cover over top of the pipe.
- 6) **Cleanouts:** All cleanouts shall be provided by the customer. Cleanouts shall not be more than 100 feet apart and shall be at each change in direction greater than 45 degrees. For all structures in which a building lateral is being constructed, whether new or being replaced, a cleanout must be installed in accordance with Sanitary Board requirements (see attached drawing). The cleanout pipe and fittings shall not be less than four (4") inches and shall conform to the building sewer piping requirements (see above). The cleanout plug shall be of brass or plastic with standards tapered pipe threads and have a raised nut or recessed plug. In driveways, parking areas, or other areas where the cleanout could be damaged by vehicles or other means, the cleanout shall be protected with a standard approved cast iron cleanout cover, cast in a concrete pad, or other Sanitary Board approved method. All cleanouts shall remain exposed and be immediately accessible.
- 7) **Inspections:** Any custom service pipe repair or construction must be inspected and approved by the Sanitary Board prior to any backfilling. The Sanitary Board shall be notified 24 HOUSE IN ADVANCE for the inspection by calling 304-256-1760. Inspections will be performed between 8:00 a, and 4:00 pm Monday through Friday, and in a timely manner following proper notification. Inspection will not be performed on weekends or on legal holidays. The service line will be considered ready for inspection when the ditch is open, the full length of newly installed pipe is exposed, the pipe has proper fall, and is bedded to one half its diameter. **The Sanitary Board is not responsible for any service line installation and the inspection of such lines**
- 8) Backfilling prior to Sanitary Board inspection and approval is strictly prohibited; violation of this requirement will require excavation of the service line along the full length of the new or repaired pipe, to or including the connections to an existing pipe or service line.



HOUSE CONNECTION DETAIL

SCALE: NONE



SURFACE CLEANOUT

Public Service Commission of West Virginia
Rules and Regulations for the Government of Sewer Utilities
Excerpts from 150CSR5

5.2. Utility Service Pipe.

5.2.a. Where the service pipe is required for the immediate and continuous use for general service to premises abutting the public street or right-of-way in which mains are located, the utility will furnish, install, and maintain the utility service pipe and appurtenances between the main in the street up to the customer's point of service at or near 90 degrees to the main. All such service pipes and appurtenances shall be installed only by the utility unless by prior written agreement.

5.2.b. The utility shall determine the location of the utility service pipe.

5.2.c. The utility shall install and maintain, at its own cost and expense, all of the utility service pipe to the point of service, regardless of the side of the road on which the customer is located in reference to the main line. The utility shall designate the point of service on the customer's side of the road.

5.2.d. The utility shall not make any charge for furnishing and installing any permanent service connection, unless the utility has prior approval of the Commission to charge a tap fee and the same is set forth in the utility's tariff on file with the Commission.

5.2.e. The utility service pipe shall remain under the utility's sole control and jurisdiction.

5.2.f. The customer shall not attach any fixtures to, or make any branches in, the utility service pipe between the point of service and the main. Violation of this rule may result in termination of service pursuant to these rules.

5.2.g. Temporary service connections for construction or other temporary purposes shall be installed by the utility at the cost of the applicant.

5.2.h. Each utility shall adopt standard methods of installation where practicable. Such methods shall be set out with written descriptions and drawings to provide a clear understanding of the requirements; all of which shall be submitted to the Commission.

5.2.i. Availability defined. -- Sewer service will be deemed available to a customer when a main is installed and maintained by the utility in such location and at such distance from the user's premises as may be provided by city ordinance or by the rules of the utility: provided, that service shall not be deemed to be available unless the sewage will flow by gravity or be transported by such other methods approved by the Bureau for Public Health including, but not limited to, vacuum and pressure systems, approved under W. Va. Code §16-1-9, from the customer's premises into the utility's facilities.

Public Service Commission of West Virginia
Rules and Regulations for the Government of Sewer Utilities
Excerpts from 150CSR5

5.3. Customer Service Pipe.

5.3.a. No customer, plumber, company owner or any agent shall connect to the utility's main or to any utility service pipe, or extend the pipes therefrom to any premises for the purpose of securing sewer service, until application has been made therefor to the utility as provided in these rules and permission for doing so has been granted by the utility in writing.

5.3.b. Once an application for service has been granted, the customer shall install and maintain the customer service pipe.

5.3.c. The utility's authorized employee shall inform the customer of the location of the point of service. The customer shall install the customer service pipe to the point of service after which the utility will install the utility service pipe from the main to the point of service.

5.3.d. Where the utility's service pipe is already installed to the point of service, the customer shall connect with the utility service pipe as installed.

5.3.e. The customer service pipe shall be installed in a workmanlike manner, shall conform to all reasonable rules and regulations of the utility, and shall be maintained by the customer at his own expense.

5.3.f. The utility will specify the size, kind, quality and location of all materials used in the customer's service pipe and the customer shall comply with those specifications.

5.3.g. A customer must maintain his service pipe in good condition and free from all leaks and defects, at the customer's cost and expense. A customer's failure to comply with this rule may result in termination of water or sewer service pursuant to these rules.

5.3.h. The customer's service pipe shall be laid below the frost line at all points and shall be placed on firm and continuous earth so as to give unyielding and permanent support; and be installed in a trench at least two feet in a horizontal direction from any other trench wherein gas pipe, water pipe, or other facilities, public or private, are or are to be installed.

5.3.i. A customer's service pipe shall not pass through or across any premises or property other than that to be served nor across any portion of the property that could practicably be sold separately from the immediate premises served and no pipes or plumbing in any premises shall be extended therefrom to adjacent or other premises.

5.3.j. The customer's service pipe and all connections and fixtures attached thereto shall be subject to the inspection of the utility before use, and all premises, including any and all fixtures within the said premises, shall at all reasonable hours be subject to inspection by a duly authorized employee of the utility.

5.3.k. The utility shall make changes and bear the full costs of changes in the customer's service pipe required due to changes in grade, relocation of mains, and other causes not related to the customer. The customer shall bear the full costs of changes in service pipe or meter location desired by the customer for his or her convenience.

5.3.l. The customer shall not attach any fixtures to, or make any branches in, the customer service pipe between the point of service and the premises served. Violation of this rule may result in termination of service pursuant to these rules.

5.3.m. The connection of surface drains to the sanitary system is prohibited. As a means to deter

Public Service Commission of West Virginia
Rules and Regulations for the Government of Sewer Utilities
Excerpts from 150CSR5

prohibited connections where surface or ground water is introduced into the sanitary system, the utility may add a surcharge to the customer's sewer bill where evidence of a violation exists. The surcharge shall be authorized by separate schedule to the utility's sewer tariff filed pursuant to the *Rules for the Construction and Filing of Tariffs*, 150CSR2, but the utility need not file revenue, expense, or other financial data unless otherwise ordered by the Commission. The charge for roof drains, downspouts, storm sewers or similar facilities connected to the sanitary sewer system will be calculated by the formula or rate clearly stated in the tariff, and will not be cumulative to any metered rate for sewer service. The tariff should further provide that the surcharge will not be imposed unless and until the customer is notified by certified mail, return receipt requested, or by hand delivery, that it has been established by smoke testing, dye testing, or on-site inspection that rain or surface water is being introduced into the sanitary sewer, and that the customer has thirty (30) days to divert that water from the sanitary sewer.