

**OTTAWA COUNTY SEWER DISTRICT  
WASTEWATER SUMMARIZED RULES AND REGULATIONS**

6/29/18

- 2.1.0 AUTHORITY-The Ohio Revised Code, Section 6117.01 enables the Board of Commissioners to adopt rules and regulations governing policies essential to the operation of the Sanitary Engineering Department under their jurisdiction.
- 2.6.0 VIOLATION-Any infraction of the "Rules and Regulations" is a violation. Any person, firm, group, or corporation, either owner or agent, who tampers with or attempts to use facilities provided by the County without first obtaining the necessary permits and approvals is in violation of the "Rules and Regulations." Any person, firm, group, or corporation, either owner or agent, that obtains a permit or approval based on false information made in order to deceive the County shall be held in violation of the "Rules and Reg's."
- 2.9.0 AGREEMENT-All persons, successors, and assigns obtaining a permit from the Sanitary Engineering Department accept and agree to be bound by the "Rules and Regulations" of the sewer district.
- 2.15.0 SAFETY STANDARDS-All contractors working on the County wastewater treatment systems, its appurtenances, public or private, connected to said treatment system under the "Rules and Regulations" shall work in accordance with all applicable O.S.H.A. safety standards.
- 3.3.1 No person(s) shall discharge or cause to be discharged any unpolluted waters such as storm water, ground water, roof drain runoff, subsurface drainage, footer drain discharge, or cooling water to any sanitary sewer, except that storm water runoff from limited areas, which may be polluted at times, may be discharged to the sanitary sewer by permission of the Sanitary Engineer.
- 3.7.1 No unauthorized person(s) shall uncover, make any connection with, or opening into, use, alter, or disturb any public sewer, appurtenance, private building sewer, or private collection sewer without first obtaining a permit issued by the Sanitary Engineering Department.
- 3.7.2 All applicable fees and charges must be deposited (and a payment agreement signed, if applicable) with the Sanitary Engineering Department prior to the issuance of a permit.
- 3.7.4 Permits shall be valid for 120 days from the date of issuance. The expiration date of the permit shall be noted on the permit issued. If a permit expires and work has not been completed, all work shall be stopped by the inspector and the property owner or agent shall be required to complete an application for permit renewal provided by the Sanitary Engineering Department and submit it along with a permit renewal fee and any other applicable equalization fees and charges.
- 3.7.5 A repair permit shall be required for any repairs that are made on building sewers or appurtenances, private collection sewers, or as deemed necessary by the Sanitary Engineer.
- 3.7.6 Permits shall be available on the job site at all times until the job is completed and approved.
- 3.7.7 All costs and expense incident to the installation and connection of building sewers and appurtenances shall be borne by the owner(s). The owner(s) shall indemnify the County from any loss or damage that may directly or indirectly be occasioned by the installation of a building sewer or appurtenance.
- 3.7.8 The issuance of a permit to connect or repair by the Sanitary Engineering Department does not relieve the permit holder of the responsibility of securing permits from the proper governmental or private agencies for the permission to work in public or private rights of way or easement areas.
- 3.8.1 The property owner or the property owner's immediate family member (i.e. current spouse, parent, stepparent, child, stepchild, brother, sister, stepbrother, stepsister, mother-in-law, father-in-law, or grandparent) may construct and install, to County specifications, said sanitary sewer improvements on their property. If the property owner or an immediate family member does not construct or install said sanitary sewer improvements, a contractor holding a valid license with the Sanitary Engineering Department shall be required.

**NOTE: Sections 3.11.5.1 thru 3.11.10 on page 2 do not apply to the Salem Sewer Sub-District or Allen/Clay Sewer Sub-District customers--see Village of Oak Harbor or Village of Genoa respectively.**

- 3.11.5.1 The sewer service charge is a continuous charge for all benefited properties whether occupied or vacant. The current owner of the property is responsible for payment of all service charges whether incurred under the current ownership or a previous ownership. Sewer service charges are levied 12 months per year and bills are issued on a monthly basis.
- 3.11.5.5 Sewer bills, for sewer sub-districts under the billing jurisdiction of the County, shall be mailed by the Sanitary Engineering Department on a bi-monthly basis unless otherwise determined by the Sanitary Engineer. The bill shall cover the charges for each property for the previous month's service. Generally, bills will be mailed during the first week of the month immediately proceeding the billing period.
- 3.11.5.6 Sewer bills are payable and due by 4:30 p.m. (local time) on the 20th day of the month in which the bills were issued. In the event the 20th day of the month, in which the sewer bill is due, falls on a weekend or on a holiday observed by the County, sewer bills shall be due by 4:30 p.m. of the next business day. The County shall be responsible for submitting all sewer bills to the U.S. Postal Service. The County shall not assume liability for each property owner receiving a bill once bills are placed in the mail. For convenience, a yearly schedule of billing dates is printed on the back of each customer's receipt portion of the bill.
- 3.11.5.7 After 4:30 p.m. on the day in which bills are due, any bills not paid shall be charged a ten percent late penalty. The Ohio Revised Code, Section 6117.02, provides that when sewer service charges are not paid, the Board of Commissioners shall certify the same together with any penalties to the County Auditor, who shall place them upon the real property tax list which shall be considered a lien on such property and shall be collected in the same manner as other taxes. The Board of Commissioners shall charge a \$50.00 processing fee to each account certified to the County Auditor for collection from the real property taxes. This processing fee shall pay for expenses relating to the coordination of activities relating to the certification process.
- 3.11.10 ADDRESS CHANGES - In order to change the mailing address of a bill, the property owner must make the request for change in writing to the Sanitary Engineering Department. Verbal notification will not be accepted due to possible discrepancies.

A complete set of wastewater "rules and regulations" and "construction specifications manual" is available for review in the Sanitary Engineering Department in the Ottawa County Courthouse.

All sanitary sewer improvements shall be inspected and approved by the Ottawa County Sanitary Engineering Department prior to covering and/or using the improvements.

**SANITARY ENGINEERING DEPARTMENT**

Ottawa County Courthouse  
 315 Madison Street  
 Port Clinton, Ohio 43452  
 Phone: (419) 734-6725

**TOLL FREE IN OTTAWA COUNTY:**

1-800-788-8803  
 Fax: (419) 734-6858  
 HOURS: 8:00 a.m. - 4:30 p.m. M-F

**VILLAGE OF OAK HARBOR**  
 (419) 898-3231

**VILLAGE OF GENOA**  
 (419) 855-7791

**DANBURY TWP. WASTEWATER TREATMENT PLANT**

5783 Von Glahn Road  
 Marblehead/Lakeside, Ohio 43440  
 Phone: (419) 734-5953  
 Fax: (419) 734-7072

**PORTAGE/CATAWBA IS. TREATMENT PLANT**

1209 N.W. Catawba Road  
 Port Clinton, Ohio 43452  
 Phone: (419) 797-9645  
 Fax: (419) 797-4518

**TREATMENT PLANTS HOURS:**

7:00 a.m. - 3:30 p.m. M-F

In case of an emergency in Danbury, Catawba, or Portage Townships after hours or on holidays, contact the Ottawa County Sheriff's office at (419) 734-4404 to notify the person on-call.

- 4.1.9 GRAVITY BUILDING SEWERS** - Building sewers shall be the property owner's cost and responsibility, and it shall be installed in accordance with the County's specifications by the property owner, a property owner's immediate family member, or a contractor licensed with the Sanitary Engineering Department. An "immediate family member" shall be defined as a current spouse, parent, stepparent, child, stepchild, brother, sister, stepbrother/sister, mother-in-law, father-in-law, or grandparents.
- ITEM 1 Each property owner and property shall be required to secure a permit to connect or repair a building sewer. The building sewer shall be installed and tested in accordance with the County specifications. All work shall be inspected by an authorize representative of the Sanitary Engineer.
- ITEM 2 Permits shall be valid for a period of 120 days from the date of issuance. The property owner or contractor shall give the County 24 hours notice prior to commencing work. No work shall be covered until the inspector has reviewed and approved the work. Any work covered prior to approval shall be uncovered by the property owner or contractor at their expense.
- ITEM 3 A separate and independent service connection and building sewer shall be made for each building or structure unless otherwise approved by the Sanitary Engineer.
- ITEM 4 If a service connection is not available or if an existing service connection is not adequate to service the needs of an individual property owner, the property owner or his contractor shall make a new tap on the sewer main. The property owner or contractor shall install a six (6) inch service connection to the property line. The County does not guarantee the exact location of any existing wye, tee, riser, or crossover. The connection of a gravity building sewer into the public sanitary sewer main shall be made at a riser, tee, or wye if such outlet is available. When tapping the sewer main, a neat hole shall be cut in the top of the sewer main with an approved saddle hub tee in place. If conditions require a 45 degree to 90 degree tap on the main, a variance must be granted. If granted, the connection shall be required to be encased in concrete. In areas designated as a "Sole Source Aquifer" area, clay bentonite wrap materials shall be placed around all joints. All risers shall have No. 67 (or No. 57) granular placed around them. Any damage to the sewer main during installation of said tap shall require the replacement of the entire length of sewer main pipe at the property owner's or contractor's expense.
- a. Property owners or licensed contractors installing/connecting a new service connection (public portion), including all public appurtenances, to a public main shall guarantee the workmanship and materials of said service connection and appurtenances for a period of one (1) year from the date of final inspection by the O.C.S.E. inspector. In the event a problem occurs within one (1) year warranty period, the installer and/or property owner shall make the necessary repairs as soon as reasonably possible. If any problems occur that constitute an emergency which may jeopardize the public system, the O.C.S.E. may elect to make the emergency repairs and invoice the original installer of the service connection and/or the property owner for all labor, equipment, and materials cost incurred by the County. Said invoice shall be due and payable by the installer and/or property owner within 30 days of the date of said invoice. Invoices not paid by the designated time period shall be assessed a 10% penalty.

- ITEM 5 The building sewer shall be brought to the building at an elevation below the basement floor whenever possible. In any building in which the drain is too low to permit gravity flow to the public sewer, the wastewater shall be lifted by approved artificial means and discharged into the building sewer. The depth of all building sewers shall be sufficient to afford protection from frost. In no case shall a gravity building sewer be less than two and one-half feet (2 1/2' or 30") deep from the crown of the pipe to the surface of the ground unless solid rock is present, then gravity building sewers may have a minimum depth of eighteen (18) inches from the crown of the pipe to the surface of the ground. Also, in areas where there is NO rock and the inspector has confirmed that 30" of cover cannot be maintained through a swale in the yard, the pipe may be installed with 18" of cover through the swale upon approval of the inspector.
- ITEM 6 No building sewer shall be installed parallel and within five (5) feet of any bearing wall (outside foundation) of a structure. The building sewer shall be installed perpendicular with the foundation to at least five (5) feet from the foundation. The building sewer shall be installed at uniform grade in a straight alignment insofar as possible. Changes in direction shall be made only with proper fittings with a maximum deflection of forty-five (45) degrees per fitting. A long radius elbow may be substituted in lieu of the forty-five (45) degree bends for gravity building sewers.
- ITEM 7 Building sewers shall remain on the property of the permit holder only, unless, an easement has been signed and recorded by adjoining property owners granting permission to construct and maintain a building sewer through the adjoining property. A copy of the recorded easement shall be given to the Sanitary Engineering Department to keep on file. In extraordinary circumstances, two (2) adjacent property owners may share the same trench in order to install individual building sewers. The trench shall be excavated directly on the property line which must be established by the property owners according to their deeds. The inspector shall reasonable concur with the established property line to make sure that each building sewer is located on its respectable property. The County shall not assume any liability for ensuring the building sewers are on their respectable properties. Additional written documentation shall be made by the inspector to keep in the customer's file for future reference.
- ITEM 8 A sewer clean-out consisting of glued vertical joints and gasketed horizontal joints shall be installed at the point where the building sewer meets the building drain within five (5) feet of the outside of the foundation. Clean-outs shall be a minimum of four (4) inches in diameter and shall consist of a clean-out plug (Male Threaded) and a clean-out adaptor fitting (Female Threaded) and shall be visible for inspection by O.C.S.E. personnel.
- ITEM 9 The Sanitary Engineer has the authority to allow or disallow the use of any material or construction methods for building sewers at any time. Acceptable material for gravity building sewers shall be as follows:
- PIPE SPECIFICATIONS:  
PVC (Polyvinyl Chloride SDR 35) ASTM D3034  
(also see ITEM 11 for pipe specifications for special provisions)
- JOINT SPECIFICATIONS:  
Elastomeric Seal (O-ring gasketed type) ASTM D3212 or ASTM F477  
Joint assembly shall be made in conformance with the recommendation of the pipe manufacturer.

All gravity building sewer joints installed within areas designated as a "Sole Source Aquifer" such as Catawba Island Township, shall be required to be wrapped or encased in a clay bentonite mixture. A list of areas requiring clay bentonite wrap on gravity building sewer joints is available in the Sanitary Engineering Department.

- ITEM 10 The diameter of gravity building sewers shall be as follows:
- |                           |                                   |
|---------------------------|-----------------------------------|
| Single Family Dwellings   | 4" in diameter or 6" in diameter* |
| Multi-Family Dwellings    | 6" in diameter minimum            |
| Commercial Establishments | 6" in diameter minimum            |

\*The County recommends a 6" in diameter building sewer for single family dwellings, but a 4" diameter pipe will be approved.

Building sewers or collection sewers of eight (8) inches in diameter or larger shall require the installation of manholes and/or clean-outs as directed by the Ohio E.P.A. and the Sanitary Engineer. Engineered plans and specifications shall be required for building sewers or collection sewers eight (8) inches in diameter or greater.

If installing a gravity building sewer to a grinder pump, a Pressure Control Vent may be required on the gravity building sewer. Refer to "Pressure Building Sewers and Grinder Pumps" specs. for additional information on Pressure Control Vents.

- ITEM 11 Any public or private utility service structure or line shall be maintained at a minimum of five (5) feet horizontal clearance between said building sewer and said utility, except for water services and wells which shall be maintained at a minimum of ten (10) feet horizontal clearance from the sanitary sewer. If ten (10) feet horizontal clearance cannot be maintained between the building sewer and said water service or well, one of the following conditions must be met:
- The water service and sanitary sewer shall be installed in separate trenches, and the bottom of the water service has to be a minimum of eighteen (18) inches above the crown of the sanitary sewer; or,
  - The sanitary sewer shall be encased in concrete; or,
  - The sanitary sewer shall be constructed of water line type materials which will withstand a 50 p.s.i. water pressure test. Acceptable water line type materials for sanitary sewers to meet condition above shall be as follows:

PIPE SPECIFICATIONS for BUILDING SEWERS WITHIN 10' OF WATER SERVICE:

P.V.C. Standard Water Pipe	AWWA C-900
P.V.C. (Polyvinyl Chloride S.D.R. 21)	ASTM D2241
P.V.C. (polyvinyl Chloride S.D.R. 26)	ASTM D2241

JOINT SPECIFICATION:

Elastomeric seal (O-ring gasketed)	ASTM D3212
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- ITEM 12 Approved manufactured adapters shall be used to connect between dissimilar pipe, sizes, or joints. "FERNCOS" shall only be permitted to be used to connect the building sewer to the building drain.

- ITEM 13 All gravity building sewers shall be properly bedded with clean No. 67 (or No. 57) granular material free of frozen or lumpy material. A minimum of four (4) inches shall be required for bedding. Clean No. 67 (or No. 57) granular material shall then be placed and haunched around the pipe to four (4) inches above the crown of the pipe. The backfill material shall be free of frozen, lumpy, saturated, or other non-compactable material. All excavations in (or within 2 feet of) paved areas shall be backfilled with ODOT 304 material, or in accordance with the requirements of the road-opening permit, if stricter. Celotex material shall not be permitted for backfilling of sewer trenches.
- ITEM 14 A recreational vehicle located on private property and required to connect to the public sanitary sewer system in accordance with the Ohio Revised Code shall be required to install a "P" trap as specified for licensed recreational vehicle parks. The "building sewer" shall be installed vertically to above the surface of the ground, and if at all possible, above the 100 year flood elevation. A water tight cap shall be installed when the recreational vehicle is not in use. When the R.V. is in use, a regulation flexible sewer hose (pipe) shall be used for connection.
- ITEM 15 Contractors shall be required to meet safety standards in accordance with applicable O.S.H.A. guidelines. The County shall not be liable for contractors violating such regulations/guidelines. All building sewer excavations shall be adequately guarded with barricades, lights, and any other acceptable methods so as to protect the public from hazards.
- ITEM 16 No property owner or contractor shall open any pavement on any public or private property without first receiving written permission from the proper owner(s) or governing agency. In paved areas, the backfill shall be thoroughly compacted and a temporary surface of bituminous cold mix placed in the trench area. Permanent replacement of the pavement shall be with the same type of materials as were removed and approved by the proper governing agency. All surplus excavated material shall be removed from the site to a location satisfactory to the County. The berms and pavement shall be left in substantially the same condition as it was before construction was started. All of the above mentioned work and material shall be performed in accordance with the standard specifications of the Ohio Department of Transportation, Ottawa County, Township officials, or other governing agencies.
- ITEM 17 At all joints where the building sewer passes under another sewer, drainage pipe, water main, or other utility, the utility passed under must be supported by 4" x 4" wood timbers, brick, or concrete masonry. Extra precautions will be required in backfilling and tamping the trench in order to avoid any danger of a break, settlement, or crack in the utility.
- ITEM 18 All gravity building sewers shall be air or water tested by the property owner or contractor under the supervision of the inspector. Testing procedures and requirements shall be in accordance with Section 7.0.0 of these construction specifications. During installation of the building sewer, a tee shall be installed where the building sewer meets the service connection. This tee shall be used for testing purposes only. After testing is complete, a water tight cap shall be placed on the tee prior to backfilling.
- ITEM 19 An existing building sewer or a section thereof, may be used for the new building sewer if it passes the testing procedure referred to in Item 18 must be completed by the property owner or licensed contractor under the supervision of the County inspector prior to connecting to the public sewer main and at the expense of the property owner. Testing

parameters, for purposes of this item, for all sewer districts shall be 200 gallons/inch of pipe diameter/mile/day. Upon successful testing of the pipe and approval of the County inspector, the pipe may be utilized for the new building sewer. The property owner shall be responsible for all costs involved with verifying the condition of the pipe.

- ITEM 20 When a property owner voluntarily makes a repair on an existing building sewer or is required to make a repair on an existing building sewer, the property owner shall secure a repair permit from the Sanitary Engineering Department prior to making the repair. Said repairs shall be made in accordance with the "Rules and Regulations" and the "Construction Specifications." If a property owner makes a repair by adding, altering, or replacing one (1) length of standard pipe or less, the County inspector may waive any testing requirements if he/she feels that the said repair is watertight after a thorough inspection has been made. Otherwise, all repairs are subject to the testing requirements of these specifications.
- ITEM 21 The property owner shall be responsible for properly abandoning the septic tank at the time of connection to the public sanitary sewer. The waste material must be removed and disposed of properly. Abandoning the tank shall include collapsing the lid, filling the tank with a suitable material, such as sand or gravel. The County inspector shall make an inspection of the site. Results of the inspection shall be reported to the Ottawa County Health Department for additional follow-up, if necessary. Mechanical wastewater treatment systems shall be abandoned in accordance with Ohio E.P.A. and the Ottawa County Health Department regulations.
- ITEM 22 Any person or contractor doing work under County's "Rules and Regulations" and "Construction Specifications" and who is responsible for the use of explosives or other dangerous materials shall abide by all applicable laws, which include Section 2923.18 of The Ohio Revised Code, application shall be made to the Ottawa County Sheriff and upon approval of a qualified applicant and payment of the fee, a license or temporary permit will be issued. A copy of the license shall be provided to the Sanitary Engineer to keep on file.
- ITEM 23 All locations of sanitary sewers and appurtenances shall be subject to the approval of the Sanitary Engineer or his authorized representative.
- ITEM 24 The property owner shall be responsible for the operations and maintenance of their own building sewer or private collection system. Should the Sanitary Engineer determine that any building sewer or private collection system is not functioning properly, permitting excessive ground water infiltration to enter the public sewer, or is in any way affecting the proper operation of the public sewer collection system or treatment facilities, the property owner shall, at his/her own expense, correct the cause satisfactory to the Sanitary Engineer. If the property owner fails to act upon orders of the Sanitary Engineer to correct the building sewer or private collection system, the Sanitary Engineer shall disconnect the building sewer or system in the public right-of-way or easement area at the expense of the property owner.

**24 HOURS NOTICE MUST BE GIVEN TO THE SANITARY ENGINEERING DEPARTMENT PRIOR TO STARTING CONSTRUCTION OF THE SANITARY SEWER IMPROVEMENTS.**

**SANITARY SEWER BILLING SHALL BEGIN ON THE FINAL DATE OF INSPECTION BY THE INSPECTOR UNLESS A "DELAY OF BILLING" FORM IS SIGNED AT THE TIME OF APPLICATION FOR PERMIT.**

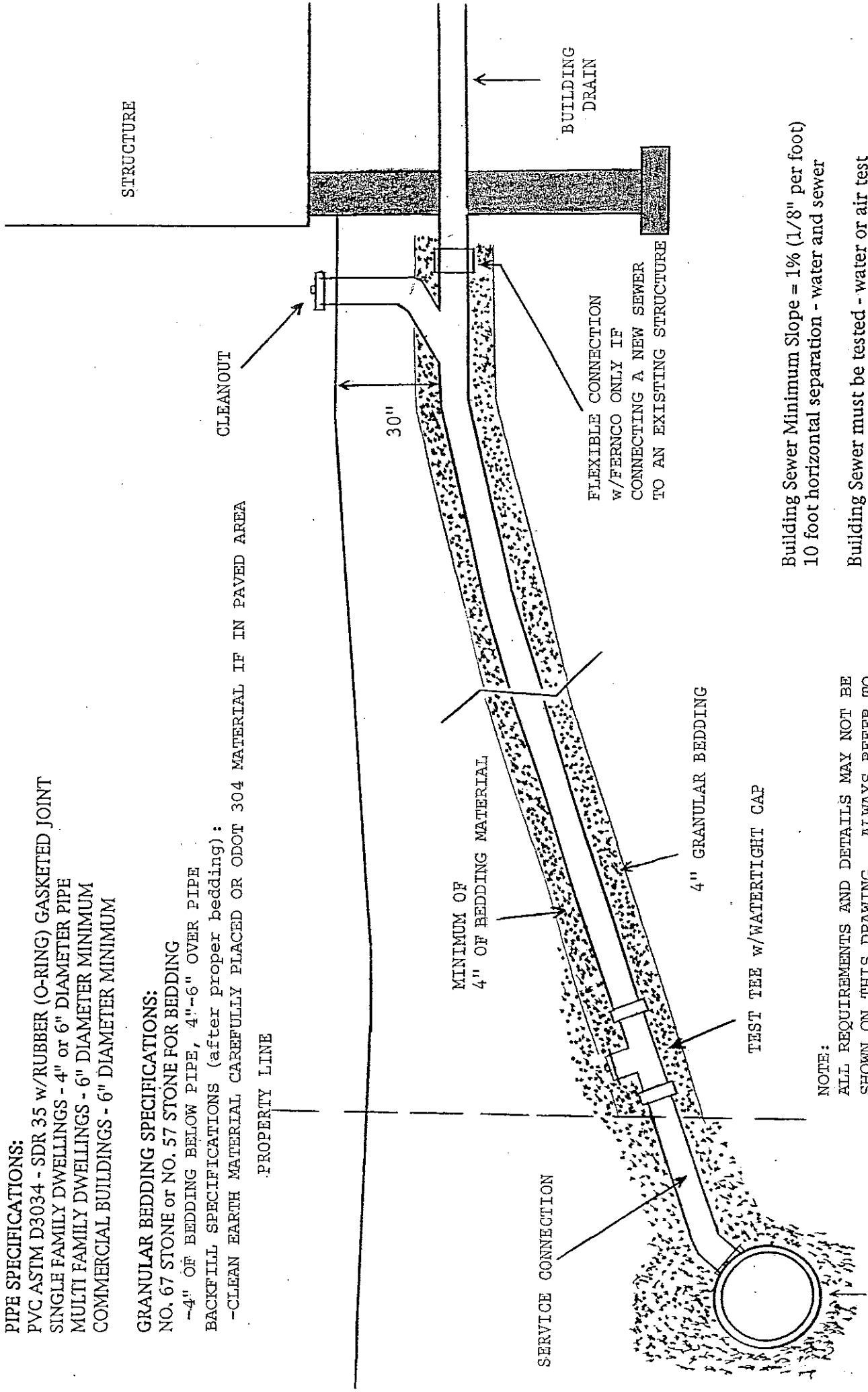
# TYPICAL GRAVITY BUILDING SEWER/SERVICE CONNECTION

**PIPE SPECIFICATIONS:**

- PVC ASTM D3034 - SDR 35 w/RUBBER (O-RING) GASKETED JOINT
- SINGLE FAMILY DWELLINGS - 4" or 6" DIAMETER PIPE
- MULTI FAMILY DWELLINGS - 6" DIAMETER MINIMUM
- COMMERCIAL BUILDINGS - 6" DIAMETER MINIMUM

**GRANULAR BEDDING SPECIFICATIONS:**

- NO. 67 STONE or NO. 57 STONE FOR BEDDING
- 4" OF BEDDING BELOW PIPE, 4"-6" OVER PIPE
- BACKFILL SPECIFICATIONS (after proper bedding):
- CLEAN EARTH MATERIAL CAREFULLY PLACED OR ODOT 304 MATERIAL IF IN PAVED AREA



Building Sewer Minimum Slope = 1% (1/8" per foot)  
 10 foot horizontal separation - water and sewer

Building Sewer must be tested - water or air test  
 Required Cover - 30 inches (18 inches in rock)  
 Cleanout required within 5 feet of foundation.

**NOTE:**  
 ALL REQUIREMENTS AND DETAILS MAY NOT BE SHOWN ON THIS DRAWING. ALWAYS REFER TO THE WRITTEN SPECIFICATIONS FOR COMPLETE REQUIREMENTS AND DETAILS.

SEWER MAIN