

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

4/22/21

- 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 or increase the use of such 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 Regulations."
- 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 180 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 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 or on the department's web-page at: <https://www.co.ottawa.oh.us/index.php/sanitary-engineer/regulations>

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. - 11:30 p.m. M-F

In case of an emergency in Danbury, Catawba Island, or Portage Townships after hours or on holidays, contact the Water Treatment Plant at (419) 734-7312 or the Ottawa County Sheriff's office at (419) 734-4404 to notify the person on-call.

#### **5.1.4 PRESSURE BUILDING SEWERS AND RESIDENTIAL GRINDER PUMPS**

Installation of pressure building sewers, service connections, and taps on the low pressure sewer main shall be the responsibility and costs of the property owner. All construction shall be in accordance with the County's specifications. Installation of said services shall be made by the property owner, an 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, stepsister, mother-in-law, father-in-law, and grandparents.

- ITEM 1* Each property owner 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 authorized representative of the Sanitary Engineer.
- ITEM 2* Permits shall be valid for a period of 180 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 project observer 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. Common pressure service connections are acceptable when a (2012 or 2014) G.P.2 or duplex grinder pump services more than one structure.
- ITEM 4* If a service connection is not available, the property owner or licensed contractor shall make a new tap on the low pressure sewer main. A "Stainless Seal" service saddle as manufactured by ROMAC INDUSTRIES shall be used when making a tap on a low pressure sewer main of four (4) inches in diameter or larger. A new tee with a repair (slip) coupler shall be used as taps on low pressure mains less than four (4) inches in diameter. All materials and methods used for tapping the main shall be as specified or as approved by the Sanitary Engineer. A minimum of 1 1/2" diameter pipe shall be used for pressure service connections. All taps on the main and service connections shall be bedded and surrounded with No. 67 (or No. 57) granular material. All low pressure service connections shall be a minimum of four (4) feet deep from the crown of the pipe to the surface of the ground. All taps on sewer mains shall be under the supervision of the County project observer.
- 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. project observer. 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* At the end of the pressure service connection (at the right-of-way or easement line), a curb stop (valve) and curb box shall be installed. Valve boxes shall be constructed of a good grade of cast iron; shall be coated and shall be of the three (3) piece screw type; shall be provided with a heavy neat fitting cover having the word "SEWER" cast on top. The base of the curb (valve) box shall cover the entire bonnet section of the valve. Valve boxes shall have sufficient length for the depth of the cover shown. The top of the cover shall be flush with the surrounding surface with each section properly engaged. Typical size curb stop and box specifications shall be as follows:

CURB STOP (ball valve):

1 1/2" x 1 1/2" MPT (BRASS) ball valve                      FORD B11-666

CURB BOX (valve box):

"Buffalo" type box (lid - SEWER) TYLER 6500 series

Each pressure service connection shall have a check valve between the grinder pump and within eighteen (18) inches of the curb stop (ball valve) to ensure maximum protection against backflow in the event of a sewer main break or problem. The check valve shall be a gravity-operated flapper type with a full-ported passageway when open and shall introduce a friction loss of less than six (6) inches of water at maximum rated flow. A non-metallic hinge shall be an integral part of the flapper assembly providing maximum degrees of freedom for assured seating at a very low back pressure. The specifications for typical size check valves are as follows:

CHECK VALVES:

Gravity-operated flapper type                      KING BROS. 1 1/2" x 1 1/2" F.I.P. (2010 or 2012)

*ITEM 6*                      The Sanitary Engineer has the authority to allow or disallow the use of any material or construction methods for buildings sewers, service connections, and taps at any time. All joints shall be made with in accordance with the manufacturer's recommendations. Service pipe specifications shall be as follows:

PRESSURE PIPE SPECIFICATIONS:

Polyethylene Tubing AWWA C901, SDR 9	ASTM D2737
- Mechanical Compression Connections	
- Insert stiffeners for connections	
- 1 1/2" (2010 and 2012), 2" (2014)	
PVC (Polyvinyl Chloride SDR 21)	ASTM D2241*
PVC (Polyvinyl Chloride SDR 26)	ASTM D2241*

**\*larger diameter pressure building sewers or collection sewers (greater than two (2) inch in diameter).**

PRESSURE PIPE FITTINGS/JOINTS:

Polyethylene Tubing	Mechanical Compression - Mueller H15428 or P-15428
PVC (joints for SDR 21 and SDR 26)	ASTM D3212

*ITEM 7*                      Low pressure service connections, building sewers, and force mains with a diameter of less than two (2) inches shall be bedded with four (4) inches of No. 67 (or No. 57) granular material free of rocks or frozen material. Low pressure service connections and building sewers with a diameter of two (2) inches or greater may be installed without granular bedding provided the trench bottom is smooth and free of rocks, clods, and frozen material. Low pressure pipe installed without granular bedding, as stated above, shall be installed in accordance with the pipe manufacturer's recommendations and shall be subject to the approval of the project observer. All pressure pipe installed in areas of rock shall be bedded at all times.

*ITEM 8*                      Low pressure sewer pipe shall be carefully embedded, tamped, and backfilled with material free of frozen, lumpy, saturated, or other non-compactable material. All excavations in paved areas (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 applicable), if stricter. Celotex type material shall not be permitted in sanitary sewer trenches.

- ITEM 9* 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. It is recommended that pressure sewer pipe be located at least eighteen (18) inches below water service lines.
- ITEM 10* All pressure building sewers and service connections shall be water tested by the property owner or licensed contractor under the supervision of the County project observer. Upon approval by the County project observer, careful backfilling may commence.
- ITEM 11* Ottawa County specified grinder pumps shall be purchased by the property owner (at cost) through the department unless the property meets the following conditions as determined by the Sanitary Engineering Department:
1. The vacant property being developed for a single family dwelling fronts a low pressure sanitary sewer main installed as part of the original Portage/Catawba Island Sewer Project; and,
  2. The vacant lot being developed for a single family dwelling must have been in existence, as recorded in the Sanitary Engineering Department, on or before September 29, 1989 (example - parcels split after 9/29/89 shall not be eligible for a County provided grinder pump. Only one grinder pump shall be provided for one of the split lots within the original parcel); and,
  3. The vacant lot had to have been assessed under the original Portage/Catawba Island Assessment role and having a property status multiplier of either 0.5 or 0.25.
- ITEM 12* Residential grinder pumps shall be as manufactured by Environment One Corporation (E-1). Grinder pumps shall be installed by the property owner or licensed contractor in accordance with these specifications and under the recommendations of the manufacturer. Upon successful installation, start-up, and the securing of an easement for access to the grinder pump, the County shall assume ownership, operations, and maintenance of said grinder pump. The buried electrical wires controlling the grinder shall remain the ownership and responsibility of the county.
- ITEM 13* The property owner or licensed contractor shall be responsible for burying the two (2) direct burial electrical cables in accordance with the County Building Standards codes and regulations for the control and alarms of the grinder pump. The wires shall be buried at a minimum depth of twenty-four (24) inches. Wires placed in a rigid non-metallic conduit shall be at a minimum depth of eighteen (18) inches. If the wires are placed in a rigid metal conduit, the minimum depth shall be six (6) inches. The property owner or licensed contractor shall leave at least two (2) feet of the wires exposed and coiled at the outside of the grinder pump near the inlet "eyes" into the grinder pump. At the structure, the property owner or licensed contractor shall install the wires in a rigid conduit from under-ground into the G.P. control panel on the structure with at least one (1) foot extra of the wires coiled in the control panel.
- ITEM 14* The grinder pump electrical control panel shall be installed by the property owner or licensed contractor on the main structure located on the same property as the grinder pump. Typically, the panel shall be near the structures electric meter and within site of the grinder pump, when possible. The power for the grinder pump and alarm system shall come from the property owner's structure. The property owner or licensed contractor shall connect the power supply of the structure to the control panel in accordance with State and local codes and in accordance with the electric utility's regulations. County personnel shall make the final electrical connection of the direct burial wires to the grinder pump unit and to the pre-energized control panel. County personnel shall then install and "start-up" the grinder pump core when operations of the grinder pump are ready to begin.

*ITEM 15* All grinder pumps shall be properly vented in accordance with the manufacturer's requirements. The manufacturer's requirements include three (3) options that are available to vent the grinder pump properly:

- #1 This option is only available if the grinder pump is equipped with a special opening through the side of and near the top of the grinder pump can (accessway). This design will allow for the installation of a Pressure Control Vent inside the accessway to vent the wet well of the grinder pump.
- #2 A Pressure Control Vent can be installed anywhere along a six (6) inch in diameter gravity building sewer. This option will allow the property owner to conceal the Pressure Control Vent near the structure if so desired.
- #3 A Pressure Control Vent can be installed on a four (4) inch in diameter gravity building sewer only if the vent is located within six (6) feet of the grinder pump inlet.

Grinder pumps, such as G.P. 2s (2012/DH151) and Duplex G.P.s (2014/DH152), shall have all incoming building sewers vented in accordance with one of the three (3) options stated above. When option #3 above is utilized for multiple incoming building sewers, the Pressure Control Vents from each incoming sewer may be connected underground with one vent pipe rising above the surface of the ground.

In no case, shall the Pressure Control Vent be smaller than two (2) inches in diameter. The above ground section of the vent pipe shall extend up into a 180 degree elbow with the opening of the vent (elbow) being above the 100 year flood elevation of 578 and no less than eight (8) inches above the surface of the ground. The opening to the vent shall be entirely covered by protective screening material.

All Pressure Control Vents shall be properly braced or reinforced for protection by using supporting backfill material. If the vent is backfilled with stone or other non-compactable material, additional bracing, such as a stake, shall be installed for support. The installation of Pressure Control Vents shall be subject to the approval of the County project observer.

*ITEM 16* All gravity building sewers connecting to residential grinder pumps shall be subject to the specifications of Section 4.1.9 "Gravity Building Sewers" of these construction specifications.

*ITEM 17* 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 in a straight alignment insofar as possible.

*ITEM 18* Building sewers shall remain on the property of the permit holder only, unless, an easement has been signed and recorded by the 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. Common pressure building sewers and service connections shall only be permitted when two (2) or more property owners are sharing a grinder pump as permitted by these specifications and the rules and regulations.

*ITEM 19* Contractors shall be required to meet safety standards in accordance with applicable O.S.H.A. guidelines. The County shall not be liable for licensed contractors violating such regulations/guidelines. All building sewer excavations shall be adequately guarded with barricades, lights, and any other acceptable or necessary methods so as to protect the public from hazards. The County project observer shall reserve the right to immediately shut down a job that may appear to be hazardous or life threatening. Work shall not be permitted to continue until the matter has been resolved.

*ITEM 20* 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 21* Any person or contractor doing work under the 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 appropriate fees, 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 22* All locations of sanitary sewers and appurtenances shall be subject to the approval of the Sanitary Engineer or his authorized representative.
- ITEM 23* The property owner shall be responsible for the operations and maintenance of their own building sewer. Should the Sanitary Engineer determine that any building sewer 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 and 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, the Sanitary Engineer shall disconnect the building sewer 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 THE START OF CONSTRUCTION OF THE SANITARY SEWER IMPROVEMENTS.**

**BILLING SHALL BEGIN ON THE DATE OF FINAL INSPECTION BY THE COUNTY PROJECT OBSERVER.**

# TYPICAL GRAVITY BUILDING SEWER w/GRINDER PUMP and LOW PRESSURE SERVICE CONNECTION

LOW PRESSURE SERVICE CONNECTION:

REF.	2010-GP1 or 2012-GP2	2014 - DUPLEX
A.	GRINDER PUMP	GRINDER PUMP (2 PUMP UNIT)
B.	REDUCER-BY COUNTY	REDUCER-PROVIDED BY COUNTY
C.	1½" S.D.R. 9 POLY. TUBING	2" S.D.R. 9 POLYETHYLENE TUBING
D.	MUELLER COMP. FIT. H15428 or P-15428	COMPRESSION FITTING(S) H15428 or P-15428
E.	CHECK VALVE KING 1½"x1½" F.I.P.	CHECK VALVE KING BROS. 2" x 2" F.I.P.
F.	1½" CURB STOP MUELLER B-25155	2" CURB STOP MUELLER B-25155
G.	MINNEAPOLIS BOX MUELLER H-10387	MINNEAPOLIS STYLE CURB BOX MUELLER H-10387
H.	1½" S.D.R. 9 POLY. TUBING	2" S.D.R. 9 POLYETHYLENE TUBING
I.	CORP. STOP MUELLER H-15013	CORPORATION STOP (TAP) MUELLER H-15013

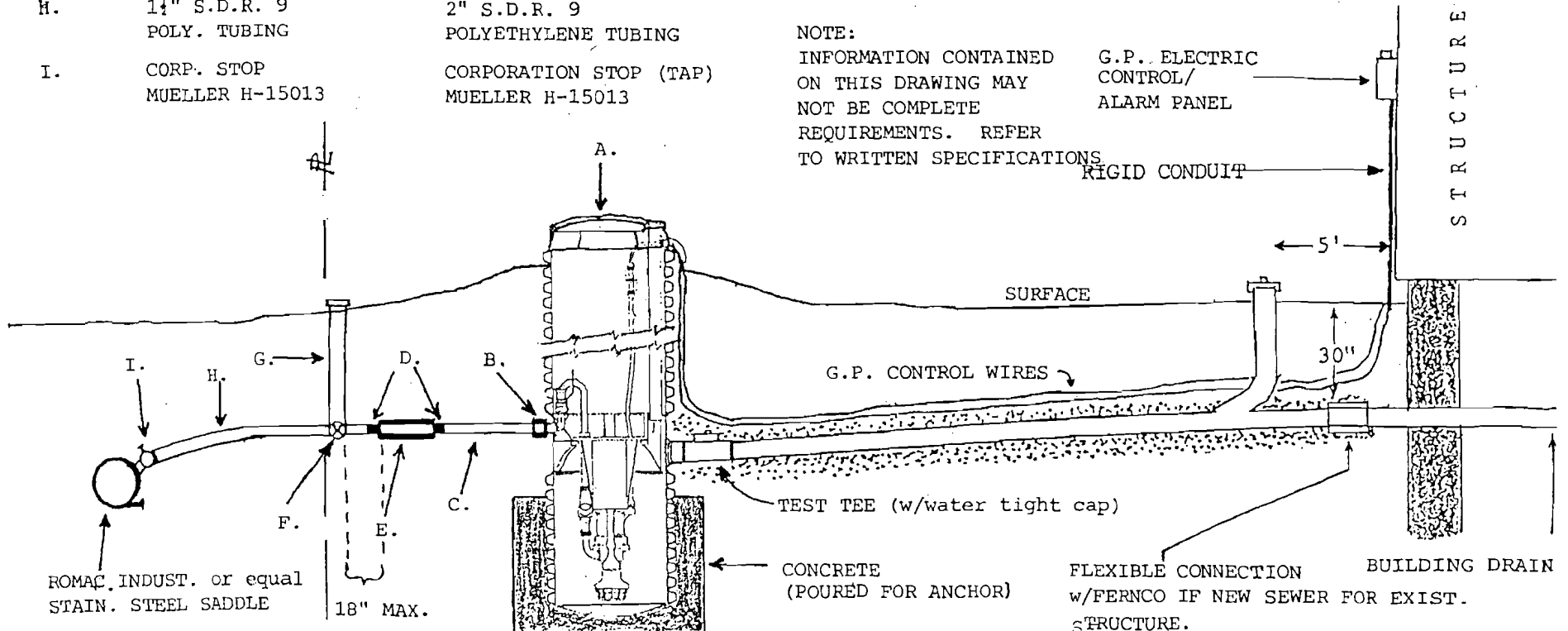
GRAVITY BUILDING SEWER SPECS.:

PIPE: PVC ASTM D3034 - S.D.R. 35  
with O-Ring gasketed joints  
SINGLE FAMILY DWELLINGS - 4" or 6"  
MULTI-FAMILY DWELLINGS - 6"  
COMMERCIAL BUILDINGS - 6"  
MINIMUM SLOPE: 1% (1/8" per foot)  
SEPARATION FROM WATER LINE: 10 horizontal feet  
MINIMUM COVER: 30" (18" in solid rock)

GRANULAR BEDDING REQUIREMENTS:  
- No. 57 or No. 67 LIMESTONE (NORMAL)  
- 4" OF BEDDING BELOW PIPE, 4"-6" OVER PIPE  
BACKFILL REQUIREMENTS: (after proper bedding)  
- CLEAN EARTH BACKFILL CAREFULLY PLACED  
- O.D.O.T. 304 MATERIAL IN PAVED AREAS

NOTE:  
INFORMATION CONTAINED  
ON THIS DRAWING MAY  
NOT BE COMPLETE  
REQUIREMENTS. REFER  
TO WRITTEN SPECIFICATIONS

G.P. ELECTRIC  
CONTROL/  
ALARM PANEL  
RIGID CONDUIT



STRUCTURE

ROMAC INDUST. or equal  
STAIN. STEEL SADDLE

18" MAX.

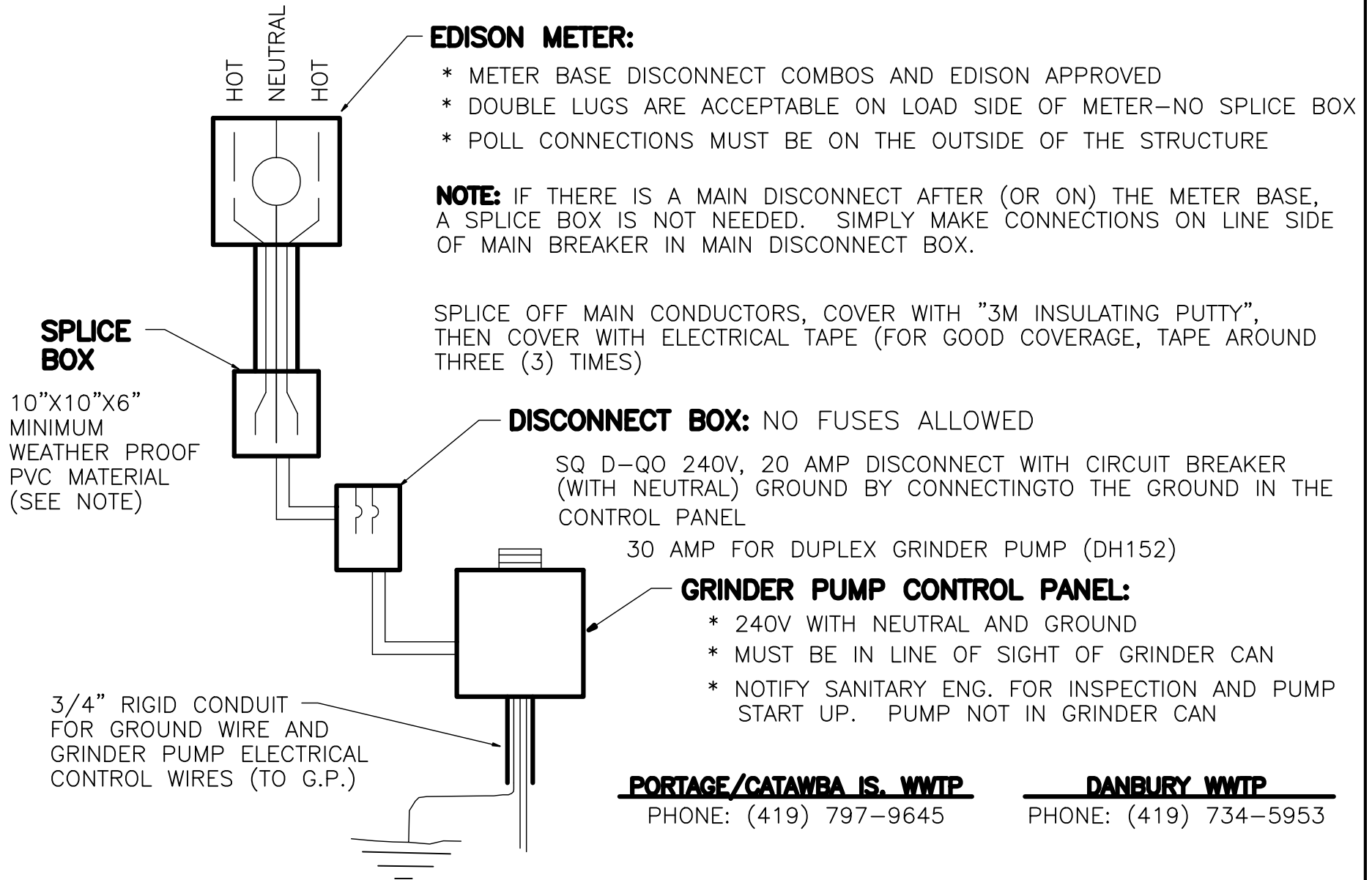
CONCRETE  
(POURED FOR ANCHOR)

FLEXIBLE CONNECTION  
w/FERNCO IF NEW SEWER FOR EXIST.  
STRUCTURE.



# OTTAWA COUNTY SANITARY ENGINEERING

## GRINDER PUMP ELECTRICAL POWER SUPPLY INFORMATION



**PORTAGE/CATAWBA IS. WWTP**

PHONE: (419) 797-9645

**DANBURY WWTP**

PHONE: (419) 734-5953

OTTAWA COUNTY SANITARY ENGINEERING DEPARTMENT  
2012 or 2014 GRINDER PUMP SET-UP PLAN VIEW

