



To all Contractors: **PLEASE REVIEW INFORMATION**

NO DIGGING can take place without having an inspector on site or you will be fined **double the fee**. In addition, Contractor may be asked to remove installed pipe. Please read the procedure regarding scheduling inspection.

2501 Harvard Ave., Newburgh Hts., OH 44105
Phone: (216)-443-8209, Fax (216)-348-3892
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CUYAHOGA COUNTY DEPARTMENT OF PUBLIC WORKS

CONTRACTOR INSTRUCTIONS AND INFORMATION PACKET
FOR 2025

COUNTY OF CUYAHOGA

Chris Ronayne, County Executive

DEPARTMENT OF PUBLIC WORKS

Michael W. Dever, MPA, Director

CUYAHOGA COUNTY SANITARY ENGINEER

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PREPARED BY:

The Cuyahoga County Department of Public Works (CCDPW)

2025



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Cuyahoga County Department of Public Works (CCDPW)
Contractor Instructions and Information

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Section 1

Specifications Summary of Requirements

2025 Rate Schedule

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SPECIFICATIONS SUMMARY OF REQUIREMENTS INSTALLATION OF RESIDENTIAL STORM & SANITARY LATERAL CONNECTIONS	
PIPE SIZE	SANITARY – MINIMUM 6" diameter (5" can be used to replace existing 5" sanitary lateral) STORM – MINIMUM 6" diameter
PIPE MATERIAL	V.C.P. ASTM C-700 PVC ASTM 3034 SDR 35 (< 13' of cover) and SDR 26 (> 13' of cover)
PIPE JOINTS	PREMIUM GASKETED JOINTS ONLY—GLUED OR SOIL-TIGHT JOINTS ARE NOT PERMITTED
TEST TEE	Installed at property line, or if a utility easement exists, just outside the easement. Encase the tee fitting with 3,000 psi concrete if rigid pipe or coarse interlocking aggregate for flexible pipe. Test tees are also required every 100 LF of lateral run
PIPE GRADE	MINIMUM 1% MAXIMUM 10%
BEDDING & COVER	3 to 6 inches of bedding and 6 to 12 inches of cover Bedding and Cover material to be coarse interlocking aggregate (limestone) ODOT sizes No. 57, 6, 67, 78 or 8
PREMIUM BACKFILL	Required under all pavement and future paved areas. Coarse aggregate as used for bedding and cover or No. 304 limestone, LSM in existing public ROWs or Easements
TEST TEES AT BENDS	A test tee is required at all bends greater than 22.5 degrees (test tee is to be upstream of bend)
<p>1) The requirements of the Uniform Standards and Uniform Standard Details shall be followed.</p> <p>2) Clean water such as driveway and road drains, footer drains, yard drains, downspouts and foundation drains are prohibited from entering the sanitary sewers</p> <p>3) No sewer system construction may take place without a CCDPW Construction Inspector on site.</p> <p>4) All submittals for house lateral connections shall conform to the requirements in Section 3 herein. <u>Site Plans must be submitted and approved in advance of the Permit being pulled.</u> Site Plans are to be submitted by email to: jpatronite@cuyahogacounty.us and cc: amelaragno@cuyahogacounty.us</p> <p>5) All Permit requests must be made by 3:00 pm, and no Permits will be issued after 3:30 pm; call for appointment the day before: 216-443-8209.</p> <p>6) <u>THERE WILL BE NO EXCEPTIONS TO THE REQUIREMENTS LISTED ABOVE.</u></p>	

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Cuyahoga County Department of Public Works (CCDPW)

2025 Rate Schedule

Contractor's License	\$70.00
Sewer Permit	\$245.00
Mainline Construction Inspection	\$360.00/day (Billed per day)
Subdivision	
Commercial	
Industrial	
Mainline tap-in connection	
No-show charge	\$180.00
Overtime/Holiday/Weekends	\$90.00/hour
Overtime/Holiday/Weekends Minimum charge	\$360.00
Overtime/Holiday/Weekends No-show charge	\$360.00

If any sewer system construction is done without a CCDPW Construction Inspector present, the contractor shall be fined double the Construction Inspection Fee for each day of work that has been done without the required Construction Inspection.

Furthermore, the County reserves the right to require that the contractor excavate and uncover any such work for CCDPW inspection. Any and all work found to be inadequate or sub-standard in any regard, as determined by the County, shall be removed and replaced at the contractor's expense. In addition, the County may require any work to be CCTV inspected and the videos submitted to the County for review and approval.

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Section 2

Requirements for Permits and Construction Inspection

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Section 2, Requirements for Permits and Construction Inspection for:

1. All Mainline Sewer Construction
2. Residential Sewer Lateral Construction
3. Commercial Sewer Lateral Construction
4. Industrial Sewer Lateral Construction

In order to secure a Sewer Construction Permit, the contractor shall meet the following requirements and make the listed submittals to the Cuyahoga County Department of Public Works (CCDPW) for all residential and commercial sewer construction:

1. The Contractor's Sewer Builder's License must be current, in order, and in good standing.
2. If an Ohio EPA Permit to Install (PTI) is required for the project, no sewer work of any kind shall begin before the PTI is approved by the EPA and submitted to the CCDPW and the municipal engineer.
3. A Sewer Permit must be obtained from the CCDPW by the contractor for every mainline sanitary sewer and sanitary sewer lateral to be built. Permit requirements for storm sewers and storm sewer laterals vary by community. Contact the CCDPW Permits Department (216-443-8209) for details.
4. No sewer system construction may take place without having a CCDPW Construction Inspector on site.

If any sewer system construction is done without a CCDPW Construction Inspector present, the contractor shall be fined double the Construction Inspection Fee for each day of work that has been done without the required Construction Inspection. Furthermore, the County reserves the right to require that the contractor excavate and uncover any such work for CCDPW inspection. Any and all work found to be inadequate or sub-standard in any regard, as determined by the County, shall be removed and replaced at the contractor's expense. In addition, the County may require any work to be CCTV inspected and the videos submitted to the County for review and approval.

The following shall be submitted to the Permits Department for review and approval (See also the site plan requirements contained herein. Note that the following may also require review and approval by the Engineering Department):

- a) Residential: Submit a site plan that has been approved by the appropriate municipal (City or Village, etc.) engineer, with the engineer's stamp and signature.
- b) Commercial: Submit a site and utility plan, with the design engineer's stamp and signature, that has been approved by the appropriate municipal (City or Village, etc.) engineer.

5. All work shall conform to the requirements of:

- A. Uniform Standards for Sewerage Improvements (latest edition)
- B. Uniform Standard Sewer Details (latest edition)
- C. Cuyahoga County General Notes (latest edition)
- D. County of Cuyahoga Sanitary Engineering Division Rules and Regulations (latest edition)
- E. CCDPW Contractor Instructions and Information Packet

These documents (A, B, C, and D) can be found on the CCDPW website:

<https://www.cuyahogacounty.gov/publicworks/services/design-and-construction/sanitary-design>

6. A **Construction Inspection Agreement** must be completed by the contractor prior to the beginning of the work.
- a) The fee for Construction Inspection is **\$360.00perday**, based upon working days per month. No work, nor Inspection, shall be done on weekends.
 - b) If the project, or installation of the sewer facilities, is projected to take less than one (1) month, the full amount for Construction Inspection, based on the estimated days for completion, shall be paid by the contractor up-front, prior to beginning the actual work. If the construction takes longer than the projected number of days, the contractor shall be billed for every additional day.
 - c) If the project, or installation of the sewer facilities, takes more than one (1) month, the contractor shall be required to pay for a full month up-front, prior to beginning the actual work. The additional days beyond one month shall be billed to the contractor.
 - d) If the contractor has paid up-front for a projected number of days, and the work is completed in fewer days than estimated, the contractor shall be refunded the unused amount.
7. Note that the various municipalities have additional requirements. It is the responsibility of the contractor to verify all additional requirements with the municipality.
8. If you have any questions, please call: 216-443-8209.

EASTSIDE MUNICIPALITY	Date of Agreement	PLAN REVIEW			CONSTRUCTION INSPECTION				PERMITS			TAP IN FEES		OWNERSHIP			COMMENTS
		SAN	STORM	DETENTION	RES	COM	M/L	RES	COM	M/L	STORM	SAN	STORM	SAN	ST	P/S	
BEACHWOOD	2014	C	C	M	M	C	C	C	M	M	M	M	M	M	M	C	Area tributary to 3-A-1
BEDFORD	2020																Per written request only
BEDFORD HEIGHTS	NA																
BEREA	2018																Per written request only
BRECKSVILLE	1970	C	C			M/C	M/C	M/C	M/C	M/C	M/C	*		C	C		Letter from Bldg. Dept. for res. *Snowville Road
BROADVIEW HTS	2017	C	DSWF			C	C	C	C	M/C	C	M	C	M		M	Limited Service Area
BROOKLYN	2015	M/C	DSWF			C	C	C	C	C	M	C	M	M		M	
BROOKLYN HTS	1983	M/C	M/C			C	C	C	C	M	C	C	M	C	M	C	
CLEVELAND HTS	2020																Per written request only
EAST CLEVELAND	2017	C	C			C	C	C	C	C	C	M	M	M	M		
EUCLID	2000																Sewage discharge only
FAIRVIEW PARK	2017																
GARFIELD HEIGHTS	2016	C	DSWF	M		C	C	C	C	M	C	M		M	M		
GATES MILLS	2000	C	C	M	C	C	C	C	M/C	M/C	C	M/C	M	M/C	M	C	Limited Service Area
HIGHLAND HTS	2014	M/C	DSWF			C	C	C	C	C	C	C	M	M	M		
HIGHLAND HILLS	2014	M/C	DSWF			C	C	C	C	C	C	M	M	M	M		
LINCOLN	2005																
LYNDHURST	NA																San on part of Richmond Road: IMP-3-A-1
MAPLE HEIGHTS	2012	C	C	M	C	C	C	C	C	C	C	M	M	M			
MAYFIELD HTS	2014	C	C	M	M	C	C	C	C	M	C	M					
MAYFIELD VILLAGE	1991	M/C	M/C			C	M/C	C	C	M/C	C	M/C	M	M/C	M	C	
MIDDLEBURG HTS	2010	C	DSWF			C	M/C	C	C	C	C	M		M	M		
NEW BURG HTS	2010	M/C	M/C			C	C	C	C	C	C	C	M	M	M		
NORTH RAMDALL	2012	C	C	M	C	C	C	C	C	M/C	C	C	M	M	M		
OAKWOOD VILLAGE	2014	C	M	M	M	C	C	C	C	M/C	M/C	M	M	M	M		County to permit inspect storm within PWV only
OLMSTED FALLS	2016																
OLMSTED TWP		C	C	C	C	C	C	C	C	C	C	C		M		M	
ORANGE VILLAGE	2017	C	DSWF	M/C	C	C	C	C	DSWF	DSWF	DSWF	C	M	C	M	C	County owns all san in public right of way
PARMA	2019	C	DSWF			C	C	C	C	M	C	M		M	M		Southern portion tributary to Miles Road san.
PARMA HTS	2001	M/C	SD			C	C	C	C	C	M/C	M/C		M/C	M		
PEPPER PIKE	1983	C	M	M	M	C	M/C	C	M	M	M	M	M	M/C	M/C	M/C	City to Permit inspect any san ML funded by City
RICHMOND HTS	2015	C	DSWF	C		C	C	C	C	C	C	M	M	M	M	M	
ROCKY RIVER	2016																
SEVEN HILLS	2019																County maintenance in IMP-231 Service Area
SHAKER HTS	2012	M	M	M	M	M	M	M	M	M	M	M	M	M	M		On request for everything
SOLOON	1992	M/C				C	C	C				M				C	See Agreement for Ownership
SOUTH EUCLID	1983																Limited Service Area 3-A-2
VALLEYVIEW	1970																Agreement is for CVSI only
WALTON HILLS	2018	C	DSWF			C	M/C	C	M/C	M/C	M	M	M	M	M		
WARRERVILLE HTS	2014	C	M	M	C	C	C	C	C	C	C	M	M	C	M	C	Permit inspect storm laterals for res. only
WOODMERE VILL	2017	C	DSWF			C	C	C	C	M	M	M	M	M	M		Woodbrun v/v TP service area only

LEGEND

C = COUNTY

M = MUNICIPALITY (City or Village)

DSWF = COUNTY/DISTRICT STORM WATER FUND

BLANK CELL = AGREEMENT IS SILENT ON TOPIC

NA = NO AGREEMENT ON FILE

CVSI = Cuyahoga Valley Sanitary Interceptor

COM = COMMERCIAL

M/L = MAIN LINE

RES = RESIDENTIAL

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Section 3

Service Lateral Site Plan Requirements

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Section 3. Service Lateral Site Plan Requirements

The following shall be required by the Property Owner and/or Contractor on the Site Plan drawing. There are several reasons why Site Plan drawings are required by the County:

- For record purposes
 - For the County's use during inspections
 - For the protection of the home owner or business owner
1. For all service lateral construction, a current Site Plan that has been approved by the appropriate municipal (City or Village, etc.) engineer, with the engineer's stamp and signature, shall be submitted to the Cuyahoga County Department of Public Works (CCDPW). See the sample Blank Site Plan and the Example Site Plan in this Section 3. The most important information on the site plan is as follows:
 - Use the **BlankSitePlanformat** (available in 11" x 17" size from the CCDPW)
 - North Arrow (correctly oriented)
 - Lot dimensions
 - Building dimensions
 - Show the municipality name, street name, street address, permanent parcel number, subplot number, and nearest intersecting street name
 - Drawn to scale
 - Show the Property Owner's name and the Contractor's name
 - Clearly distinguish between existing and proposed features
 - Most of this information is available on the County's website at:
Myplace.cuyahogacounty.gov

For commercial or industrial sites, the Site Plan shall be prepared by a State of Ohio Registered Professional Engineer, Registered Professional Architect (as per the requirements of the County Rules and Regulations), and shall be stamped, signed, and dated as such. For all sites (commercial, industrial, or residential), the Property Owner and/or Contractor are responsible for the accuracy of the Site Plan. The County is not responsible for errors on the Site Plan.

2. Site Plans shall show buildings, roadway, driveways, sidewalks, landscaping, large trees that are to be removed and those to remain, property lines, easements, and property dimensions.
3. Site Plans shall show contours, creeks, culverts, drainage ditches, and bridges, major changes in topography, or if such existing features cross the proposed work area.
4. Site Plans for all service laterals coming from the side or rear of the structure/house shall have property lines verified with dimensions, and shall show the relationship of the proposed new service lateral line to the property line. A certified survey by a State of Ohio Registered Professional Surveyor (stamped, signed, and dated as such) may be required by the CCDPW.
5. Available information for the homeowner and/or sewer may be requested using the County record request web site:
<https://cuyahogacounty.gov/public-records-request>

Other information may be available on the Property Owner's property mortgage survey or on the as-built drawings of the existing sanitary mainline sewer.

Lateral Pipe Requirements:

6. Site Plans shall show and label pipe lengths, pipe size, pipe type, pipe material, pipe strength, and pipe slope. Show the invert elevation at the tie-in point (at the test tee or mainline sewer) and the invert elevation at the starting point near the house. The Contractor shall verify all invert elevations and shall verify that slope of all service laterals can be installed at minimum of 1%. This information and calculations shall be submitted to the CCDPW for review prior to construction. All piping shall be new construction for the full length, from the tie-in point to the house. All service connections shall begin at the end of a lateral (or at a new test tee) and end at the building foundation.
7. See Uniform Standards Lateral Connections Drawing. Risers shall be provided as necessary, see Uniform Standards Typical Riser Detail Drawing.
8. Minimum residential pipe size shall be 6-inches for both sanitary and storm.
9. Pipe material shall be (see also General County Sewer Notes):
 - VCP ASTM C-700
 - PVC ASTM 3034, SDR 35 or 26 as necessary due to depth.
 - All piping shall be clearly marked with the date of manufacture. No pipe over two (2) years old shall be used.
 - Glued joint pipe is not acceptable without written permission of the CCDPW.
 - Premium water-tight joints are required for all sanitary and storm piping (soil-tight joints are not acceptable).
10. Bedding and Cover shall be (see also General County Sewer Notes and the Uniform Standard Details):

3 to 6 inches of bedding and 6 to 12 inches of cover

Material shall be coarse, interlocking aggregate (Limestone) ODOT Sizes No. 57, 6, 67, 7, 78 and no. 8. See also 11f below.
11. Backfill:
 - a) All sanitary and storm sewer trenches (including sewer lateral trenches) in the existing right-of-way, including under existing pavements, shall be backfilled to the subgrade elevation with LSM (Low strength mortar).
 - b) All sanitary and storm sewer trenches (including sewer lateral trenches) under proposed pavements and all sewer trenches in the proposed private right-of-way shall be backfilled with premium backfill.
 - c) All sanitary and storm sewer trenches (including sewer lateral trenches) in all easements shall be backfilled with premium backfill.
 - d) Premium Backfill, when required, shall consist of coarse interlocking limestone aggregate No. 57, 6, 67, 68, 7, 78, 8, ODOT CMS Item 304 limestone, or limestone screenings, compacted the same as the pipe cover. Premium Backfill within five (5) feet of pavement or within municipality right-of-way shall be LSM (Low strength mortar), ODOT Item 613, Type 2, or as directed by the CCDPW. Upon approval by the CCDPW, "Cleveland LSM" shall be an acceptable alternate. The use of fly ash is strictly prohibited.
 - e) All material shall be compacted to minimum 95% Proctor in maximum 12-inch lifts. Each and every lift of backfill shall be tested by an approved testing company and the

reports provided to the County. All testing shall be certified by an approved soil testing laboratory that it meets the compaction requirements and shall be done at the contractor's expense.

- f) Materials including, but not limited to, recycled concrete, slag (of any kind), sandstone, river gravel, and foundry sand, shall not be permitted for bedding, cover, or backfill. All other backfill shall be subject to the requirements of the County.

12. Test tees shall be installed at the property line or, if a utility easement exists, then just outside the easement, on the property side. VCP pipe tee fitting shall be encased in 3000 psi concrete; PVC tee fittings shall be bedded and backfilled with coarse interlocking aggregate. No sewer or lateral shall be connected to the test tee riser; all connections to the test tee shall be at the base of the test tee.
13. Minimum slope for a lateral shall be 1.00%. Maximum slope shall be 10%; however, a much lesser slope than 10% is preferred.
14. If a new lateral connection to the main line sewer is required, a cut-in wye shall be required for all main line sewer 18" in diameter or less. Lateral connections to mainline sewers over 19" in diameter or greater shall require an "Inserta-tee", or equal, or an approved pipe saddle.
15. Site Plans shall show and label all pipe bends. Service laterals shall not have any bends other than 45-degree, 22.5-degree or 11-degree bends. All bends (horizontal or vertical) greater than 22.5- degrees shall require a Test Tee. The Test Tee shall be installed upstream of the bend, or in between two closely spaced 45-degree bends.
16. The designer is required to properly size each lateral for the anticipated design flows (6-inch minimum pipe size). If requested or required, the design calculations shall be submitted for review and approval. All submittals shall be dated, signed, and stamped by an Ohio Registered Professional Engineer.
17. Separate sanitary sewer laterals shall be provided for each unit on a site including, but not limited to:
 - If there are multiple units are attached to each other in one building, then multiple sanitary sewer laterals, one from each unit, from the building to the main sanitary sewer, are required.
 - It is not acceptable to bring multiple laterals from multiple units together into one lateral pipe to the main sewer.
 - Exceptions shall be pre-approved by the CCDPW.
18. If existing sewer systems (including existing laterals) on a site are to be re-used for a project, it shall be the responsibility of the project owner/designer to:
 - Verify that the existing sewer system is hydraulically adequate, structurally adequate, and functionally adequate for the intended purpose.
 - For sanitary systems, proof of a watertight existing system shall be submitted.
 - The existing system shall also be CCTV inspected and the videos/reports shall be submitted.
 - Submit all the above information to the CCDPW for review.

- If the existing lateral is found to be unacceptable, it shall be replaced in its entirety and for the full length from the structure to the outlet at the mainline public sewer, per the requirements of the Uniform Standards.
19. Service laterals shall not be routed through an existing septic system and/or leach bed.
 20. All sanitary and storm Service Laterals require premium joints; and wherever crossing sanitary, storm, and/or water lines, shall not cross at joints. See the further requirements contained in the Uniform Standards and General County Sewer Notes, regarding crossings and backfill, etc.
 21. If a sewer line crosses significant pavement in good repair, a deck, significant landscaping, or other significant feature, the decision of how to deal with the situation, or to offer an alternative, shall be determined by the CCDPW. In any case, this shall be considered a special case. Closed circuit television inspection of the existing sewer by the CCDPW may be required at the property owner's expense.
 22. PVC no-hub solid sleeve coupling if existing sewer is PVC or use Strongback Fernco if VCP sewer.
 23. All new manufacture wyes shall have two (2) bends before the riser section.
 24. The SDR 35 to SCH 40 PVC gasketed solid sleeve coupling for the 6-inch PVC pipe to the 4-inch PVC house piping. Strongback Fernco coupling is not acceptable on PVC to PV connections.
 25. **Bentonite Clay Dams:**
 - a.) In Olmsted Township, the installation of Bentonite Clay Dams shall be required on all sanitary and storm laterals. In addition, where sewer laterals cross creeks and/or ditches, a minimum of two Dams shall be required on every pipe, one Dam on either side of the crossing. Sanitary laterals and storm laterals shall require the installation of Bentonite Clay Dams as directed by the CCDPW in its review process of all design plans and service lateral sketch reviews. Where sewer laterals cross creeks and/or ditches, two Dams may be required on the pipe, one on either side of the crossing. All Bentonite Dams shall be keyed in.
 - b.) In other communities where the CCDPW issues permits, the installation of Bentonite Clay Dams on sanitary and storm laterals shall be as directed by the CCDPW in its review process of each service lateral sketch. Where sewer laterals cross creeks and/or ditches, two Dams may be required on the pipe, one on either side of the crossing.
 - c.) Installation requirements are shown in the Bentonite Clay Dam Detail, on the CCDPW website.

<https://cuyahogacounty.gov/publicworks/services/design-and-construction/sanitary-design>

Uniform Standards and Additional Requirements/Information:

26. All work shall conform to the requirements of:

- Uniform Standards for Sewerage Improvements (latest edition)
- Uniform Standard Sewer Details (latest edition)
- Cuyahoga County General Notes (latest edition)
- County of Cuyahoga Sanitary Engineering Division Rules and Regulations (latest edition)

These documents can be found on the CCDPW website:

<https://www.cuyahogacounty.gov/publicworks/services/design-and-construction/sanitary-design>

27. The Contractor shall call OUPS 48 hours prior to digging.

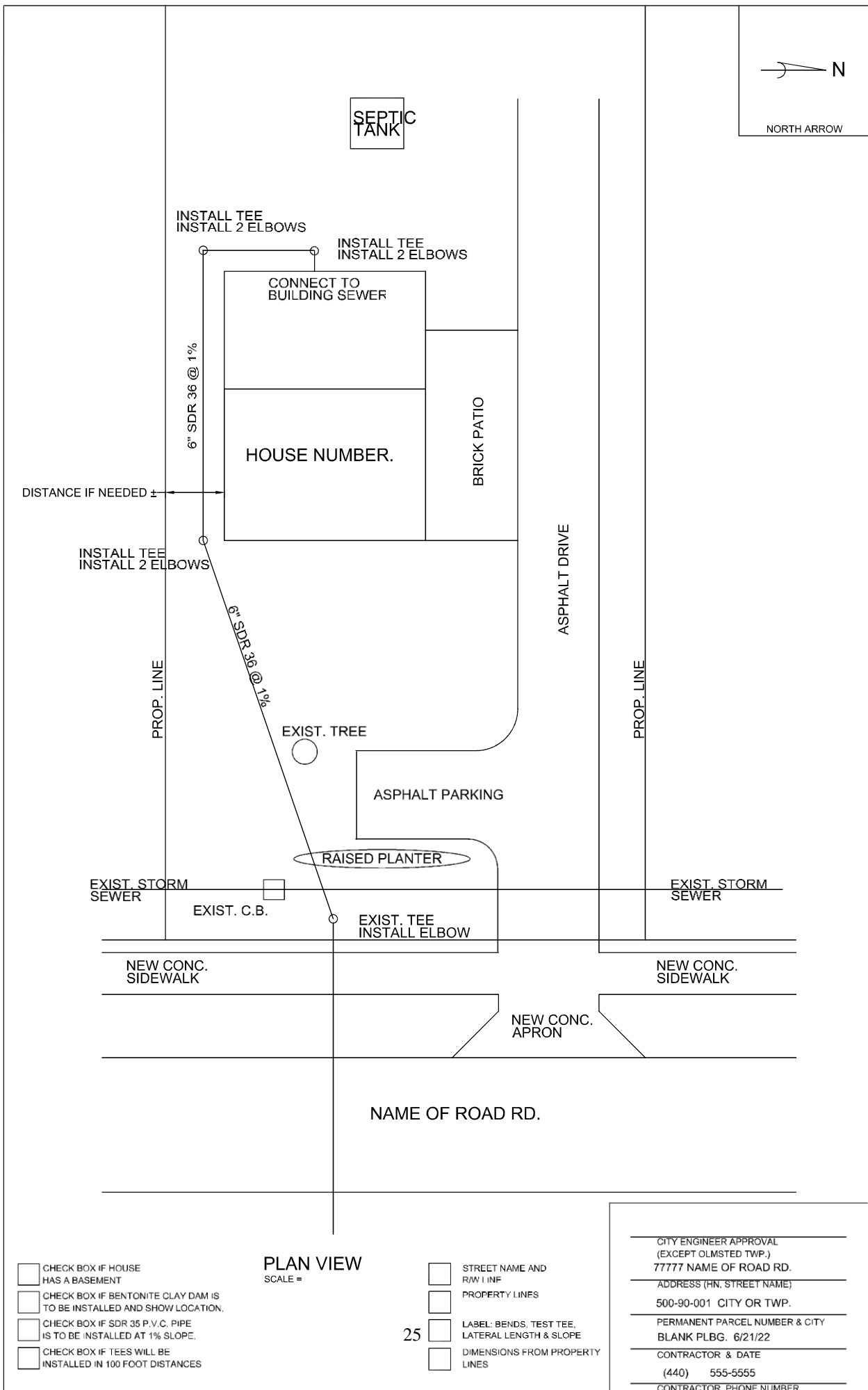
28. Per the Ohio EPA, clean water connections to the sanitary sewer are prohibited including, but not limited to, storm water drains, yard drains, driveway drains, roof drains, exterior footer drains, foundation drains, including by gravity or sump pump discharge. For buildings with sump pumps, demonstrated proof is required from the property owner/contractor that the structure shall not discharge any clean water flows to the sanitary sewer. The CCDPW Construction Inspector will observe, at the exterior foundation wall of the building, each sewer pipe to be connected to the new connection while the sump pump is operated. The municipality and the CCDPW require that any clean water flows shall be separated from the sanitary sewer system. Any construction work required to separate clean water and sanitary flows is the responsibility of the property owner. Enforcement of this rule will be by the CCDPW acting as the agent of the receiving wastewater treatment facility (NEORS or North Olmsted) or by the wastewater treatment plant agencies themselves.

29. If any sewer extension is required in the road right of way or in a Municipality or County easement, mainline CCDPW Construction Inspection fees shall be charged to the Contractor.

30. Testing Requirements. After construction is completed, the contractor/property owner shall verify by that there are no “clean water” connections to the sanitary sewer, and shall perform any other testing (including, but not limited to, dye water, smoke, mandrel, CCTV inspection, etc.) as required by the CCDPW, all at the expense of the contractor/property owner.

31. Field Changes. Whenever there is any change in the field, regardless of the reason for the change, the County reserves the right to stop the work until the project owner/designer submits a revised drawing(s) to the County and the Municipality for review and approval. The work shall not resume until the revised drawing(s) are reviewed and approved by the County. Any work done after the County requires work

be stopped, shall be at the sole risk of the contractor/project owner. Furthermore, the County reserves the right to require that the contractor excavate and uncover any such work for CCDPW inspection. Any and all work found to be inadequate or sub-standard in any regard, or that does not conform to the revised drawing(s), as determined by the County, shall be removed and replaced at the contractor's expense. In addition, the County may require any work to be CCTV inspected and the videos submitted to the County for review and approval.



NORTH ARROW

- ☐ CHECK BOX IF HOUSE HAS A BASEMENT
- ☐ CHECK BOX IF BENTONITE CLAY DAM IS TO BE INSTALLED AND SHOW LOCATION.
- ☐ CHECK BOX IF SDR 35 P.V.C. PIPE IS TO BE INSTALLED AT 1% SLOPE.
- ☐ CHECK BOX IF TEES WILL BE INSTALLED IN 100 FOOT DISTANCES

PLAN VIEW
SCALE =

- ☐ STREET NAME AND R/W LINE
- ☐ PROPERTY LINES
- ☐ LABEL: BENDS, TEST TEE, LATERAL LENGTH & SLOPE
- ☐ DIMENSIONS FROM PROPERTY LINES

26

CITY ENGINEER APPROVAL
(EXCEPT OLMSTED TWP.)

ADDRESS (HN, STREET NAME)

PERMANENT PARCEL NUMBER & CITY

CONTRACTOR & DATE

CONTRACTOR PHONE NUMBER

Section 4

Lateral Sewer Abandonment/Demolition Procedure

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Section 4, Lateral Sewer Abandonment/Demolition Procedure

1. The procedure to abandon a sewer connection requires that a permit be obtained from the Municipality and emailed to our office to all of the following email addresses:
JPatronite@cuyahogacounty.us
amelaragno@cuyahogacounty.us
2. In addition, the Contractor is responsible for all municipality requirements pertaining to sewer abandonment.
3. The Contractor shall then call the office of the Cuyahoga County Department of Public Works, Sanitary Division, located at 2501 Harvard Avenue, Newburgh Hts., Ohio 44105, to schedule construction inspection the day before the procedure is done; at least 24-hour notice is required. The phone number is 216-443-8209 from 8:30 a.m. to 4:30 p.m. **When calling to schedule construction inspection, you must speak with someone; you cannot leave a voicemail.** If you need to cancel, you must call before 8:00 a.m. on the day you are scheduled to work; cancellation can be done by leaving a voicemail.
4. The abandonment/capping of the sewer connection (sanitary and/or storm) shall be completed as soon as possible, and before the structure (house, etc.) is demolished. (For Septic Tank abandonment/demolition, see the Septic Tank requirements section.) The test tee, normally located one foot outside the right-of-way line, shall be exposed by excavation, the test tee removed, and the end of the lateral pipe capped.
5. If the existing lateral is constructed of vitrified clay pipe (VCP), the contractor shall use a watertight manufactured VCP plug. In lieu of a VCP plug, the contractor shall use a Fernco Strong Back coupling (or equal) and a PVC stub with a cap.
6. If the existing lateral is constructed of Polyvinyl Chloride (PVC) pipe, the contractor shall cap the sewer pipe with a premium joint cap.
7. When the capping of the sewer is complete, the contractor shall leave the connection exposed, and contact the CCDPW for final construction inspection. After final construction inspection of the abandoned sewer by the CCDPW, the excavation shall be backfilled with approved limestone cover and required backfill material. Premium Backfill within five (5) feet of pavement or within municipality right-of-way shall be Low Strength Mortar (LSM), or as directed by the CCDPW. A 2-inch by 4-inch hardwood marker stake shall mark its location. The stake shall include a metal rod so that it can be located with a metal detector. Stakes shall be color coded as follows:
 - Sanitary red
 - Storm green
 - Water blue
8. Thank you for your cooperation. If you have any questions, please call 216-443-8209.

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Section 5

Grease Interceptor/Trap Demolition Requirements

Septic Tank Conversion Requirements

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Grease Interceptor/Trap (GI/T) Abandonment Requirements for Properties Receiving Wastewater Service from the Cuyahoga County, Department of Public Works

The requirements below apply to any person that abandons a grease trap or grease interceptor (GI/T) located on a property that receives wastewater service from the Cuyahoga County, Department of Public Works. Prior to abandoning any grease trap or grease interceptor, the following requirements must be met:

COMPLETE THE FOLLOWING PRE-INSPECTION ACTIONS:

1. Have each GI/T to be abandoned pumped out completely by a liquid waste hauler with a current permit from the NEORSD. The manifest or "trip ticket" document provided by the waste hauler, along with the appropriate City Plumbing Department approval letter, shall be posted on site or made available during abandonment inspections.
2. Next steps:
 - The top cover of each GI/T to be abandoned shall be removed or crushed into the empty tank,
 - all influent and effluent piping shall be completely removed, cut and capped in, or otherwise properly abandoned as required by the responsible authority,
 - the bottom of the GI/T tank shall be crushed open so that the GI/T tank can no longer hold water, and
 - the GI/T shall be backfilled no higher than the top vertical edges of the tank. All fill material shall be less than 3 inches in diameter and free of any organic or construction debris. Examples of acceptable fill materials include sand, LSM, crushed limestone base, or as directed by the responsible authority. Clay soils shall not be used due to their high shrink/swell characteristics.
3. Another option is to completely remove the GI/T tank and to properly plug the lines to the tank and from the tank. Backfill as directed above or as directed by the responsible authority.

ARRANGE FOR, OBTAIN AND PASS THE FOLLOWING INSPECTIONS:

1. Once the pre-inspection actions are completed, contact the City's Building Department, Plumbing Inspector and the Cuyahoga County, Department of Public Works Sanitary Inspection section to schedule an initial inspection at (216) 443-8209.
2. After the initial plumbing inspection is passed and all required work is completed, a final plumbing inspection by the City is required to close out the permit.

Please note that these requirements do not apply to any GI/T connected to a septic tank system or other on-site sewage facility. Prior to abandoning any such GI/T, contact the Cuyahoga County, Board of Health at (216) 201-2000 for more information regarding the applicable requirements, fees and inspections.

Section 5. Septic Tank Conversion Requirements

1. All work shall be coordinated by the Contractor and the Property Owner with the Cuyahoga County Board of Health (CCBH). **The contractor/property owner shall obtain a CCBH Septic Tank Abandonment Permit prior to obtaining a permit from the CCDPW.** It is the responsibility of the contractor/property owner to obtain all necessary municipal (City or Village, etc.) permits and to meet all municipal requirements.
2. For all septic tank conversions, a contractor check list shall be filled out prior to submitting a Site Plan for approval. If the proposed design does not follow County Standards, check list must be sign by the city. See sample check list on page 36.
3. For all septic tank conversions, a Site Plan that has been approved by the appropriate municipal (City or Village, etc.) engineer shall be submitted to the Cuyahoga County Department of Public Works (CCDPW) for review and approval, along with the CCBH Septic Tank Abandonment Permit. After the CCDPW Permit Department reviews and approves the Site Plan, the CCDPW will issue a Permit and schedule Construction Inspection.
4. The Property Owner and/or Contractor are responsible for the accuracy of the Site Plan. The County is not responsible for errors on the Site Plan. **The Site Plan, and all construction work under this septic tank section, shall, as a minimum, meet all the requirements contained in the Section 3, Residential Service Lateral Site Plan Requirements, elsewhere in this Manual.**
5. Additional requirements for septic tank conversions are listed in this section.
6. The new 6" sanitary sewer lateral shall be constructed a minimum of five (5) feet from the septic tank structure. **The new 6" service lateral shall be run to within three (3) feet of the house/structure.** Service laterals shall not be routed through the existing septic system. The top of the new sanitary lateral sewer at the building line shall be checked to verify it is lower than the bottom of all basement floor slabs and footers to fully service the basement. Any variation in depth shall require the approval of the City/Municipality Engineer, the Municipality Building Department, the CCDPW, and the property owner.
7. Clean water connections to the sanitary sewer are prohibited including, but not limited to, storm water drains, yard drains, driveway drains, roof drains, exterior footer drains, foundation drains, including by gravity or sump pump discharge.
 - a. For buildings with sump pumps, demonstrated proof by the property owner/contractor that the structure shall not discharge any clean water flows to the sanitary sewer is required. The Construction Inspector will observe at the exterior foundation wall of the building each sewer pipe to be connected to the new connection while the sump pump is operated.
 - b. The municipality and the CCDPW require that all sanitary (gray water) flows shall be drained to the sanitary sewer system, and any clean water flows shall be separated from the sanitary sewer system. Any construction work required to separate clean water and sanitary flows is the responsibility of the property owner.

7. Testing Requirements. After construction is completed, the contractor/property owner shall verify that all sanitary flows go to the sanitary sewer system, that there are no “clean water” connections to the sanitary sewer, and shall perform any other testing (including, but not limited to, dye water, smoke, mandrel testing, CCTV inspection, etc.) as required by the CCDPW, all at the expense of the contractor/property owner.

5/10/2024

House Address _____

Contractor check list for all New Lateral Connection – Brecksville (Septic Conversion):

- 1 The contractor is to install all new lateral piping, min. 6" SDR 35 Lateral @ 1.0% min. from the test tee at R/W to 5 FT from the house. ☐ Yes
☐ Any deviation from these notes. Provide detail.

- 2 Per County standards, the proposed sanitary lateral shall be installed below the footer of the house. ☐ Below the Footer
☐ Above the Footer. Provide detail.

- 3 Basement floor drains, sinks, laundry and garage drains shall tie into the sanitary sewer via gravity. ☐ Yes
☐ Any deviation from these notes. Provide detail.

- 4 Please provide additional plumbing fixtures information.

Number of Bathrooms	
Location of Laundry room	Basement / 1st Floor / 2nd Floor / Garage
Bathroom or Kitchen in basement	YES / NO
Grinder pump (SAN) in basement	YES / NO
Utility sink in basement	YES / NO
Utility sink or floor drain in garage	YES / NO
Sump pump (STM) in basement	YES / NO

Contractor's signature

Any deviation, need City approval and signature, see red boxes

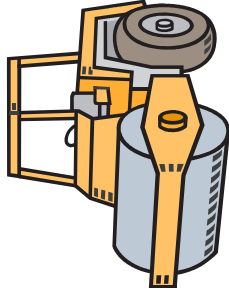
Section 6

Additional Requirements

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EQUIPMENT MAINTENANCE

- Consistently maintain and inspect *ALL* vehicles and heavy equipment. Check all equipment for leaks.
- Perform major maintenance, repairs, washing and refueling at one specific location, which is away from storm drains and the construction site.



- If refueling or if maintenance must be completed on site, make sure this is done in a designated area away from drains and creeks.
- Do not use diesel oil to lubricate equipment or parts.



Cuyahoga County Department of Public Work

Department of Public Works
2079 E. 9th Street
Cleveland, Ohio 44115

(216) 348-3800
www.publicworks.cuyahogacounty.us

Cuyahoga County Sanitary Office
6100 W. Canal Road
Valley View, OH 44125
(216) 443-8210

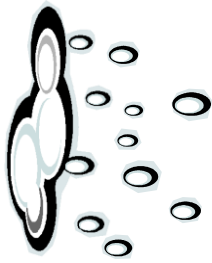


This brochure was created by the Department of Public Works

Information provided by: "After the Storm: A Citizen's Guide to Understanding Stormwater," "Stormwater and the Construction Industry," & "Controlling Nonpoint Source Runoff Pollution from Roads, Highways and Bridges," by the United States Environmental Protection Agency

HOW TO PREVENT STORMWATER POLLUTION DURING CONSTRUCTION & EQUIPMENT MAINTENANCE





What is Stormwater Runoff?

Stormwater runoff is rainwater, as well as water from car washing, lawn watering and snow melting over the ground. It picks up debris, chemicals, dirt, oil, fuel & other pollutants along the way, which may be washed down storm drains that directly lead to lakes, rivers & streams. Once polluted, an adverse effect may occur on plants, fish, animals and people.

How does Roadwork Construction & Equipment Maintenance Add to Stormwater Pollution?

Road construction & equipment maintenance generally take place outside or in an area where asphalt, fuel, oil and other material can be washed in to storm drains, posing a hazard to human & water life as well as contributing to stormwater pollution.

WAYS TO PREVENT POLLUTION DURING CONSTRUCTION AND EQUIPMENT MAINTENANCE:

GENERAL

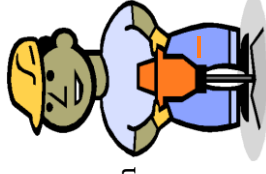
- ✓ Create and implement erosion & sediment control plans.
- ✓ Protect *ALL* materials from rain & other forms of precipitation. Provide coverage, such as sheets, to store materials under.
- ✓ Schedule work, including grading & excavation, for dry, non-windy weather.
- ✓ Please recycle *ALL* used materials, including oil, concrete & asphalt.

DURING CONSTRUCTION

- ✓ Redirect stormwater from disturbed or exposed areas.
- ✓ Avert erosion by seeding and mulching bare areas as soon as possible.
- ✓ Cover all catch basins/maintenance holes/etc. when applying any form of seal.
- ✓ Collect & recycle, or legally dispose of, excess materials from exposed aggregate concrete, asphalt or similar treatments, as well as abrasive gravel and sand.

- ✓ Avoid paving and seal coating in wet weather, or if precipitation is in the near future.

- ✓ When using water trucks to control dust, refrain from applying too much water to the area.



- ✓ Remove litter and debris from sidewalks, driveways, roadways, as well as other areas affected by construction, including those surrounding storm drains.

- ✓ Clean up spills immediately and dispose of cleanup materials in the appropriate manner.

- ✓ Report all chemical spills to the local hazardous waste cleanup team.

ASPHALT & CONCRETE REMOVAL

- ✓ Remove & recycle all chunks and pieces of old pavement. For small amounts of dry concrete, dispose of in the trash.
- ✓ Clean up tracked dirt and excess dust by using dry sweep methods, do not hose down. Also, prevent the creation of dust when breaking concrete or asphalt.

Stormwater and the Construction Industry

Protect Natural Features



Bad



Good

- Minimize clearing.
- Minimize the amount of exposed soil.
- Identify and protect areas where existing vegetation, such as trees, will not be disturbed by construction activity.
- Protect streams, stream buffers, wild woodlands, wetlands, or other sensitive areas from any disturbance or construction activity by fencing or otherwise clearly marking these areas.

Silt Fencing



Bad



Good

- Inspect and maintain silt fences after each rainstorm.
- Make sure the bottom of the silt fence is buried in the ground.
- Securely attach the material to the stakes.
- Don't place silt fences in the middle of a waterway or use them as a check dam.
- Make sure stormwater is not flowing around the silt fence.

Construction Phasing



Bad



Good

- Sequence construction activities so that the soil is not exposed for long periods of time.
- Schedule or limit grading to small areas.
- Install key sediment control practices before site grading begins.
- Schedule site stabilization activities, such as landscaping, to be completed immediately after the land has been graded to its final contour.

Vegetative Buffers



Bad



Good

- Protect and install vegetative buffers along waterbodies to slow and filter stormwater runoff.
- Maintain buffers by mowing or replanting periodically to ensure their effectiveness.

Site Stabilization



Bad



Good

- Vegetate, mulch, or otherwise stabilize all exposed areas as soon as land alterations have been completed.

Maintain your BMPs!

www.epa.gov/npdes/menuofbmps

Construction Entrances



Bad



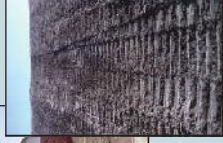
Good

- Remove mud and dirt from the tires of construction vehicles before they enter a paved roadway.
- Properly size entrance BMPs for all anticipated vehicles.
- Make sure that the construction entrance does not become buried in soil.

Slopes



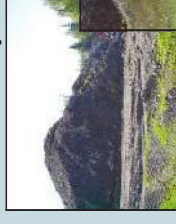
Bad



Good

- Rough grade or terrace slopes.
- Break up long slopes with sediment barriers, or under drains, or divert stormwater away from slopes.

Dirt Stockpiles



Bad



Good

- Cover or seed all dirt stockpiles.

Storm Drain Inlet Protection



Bad



Good

- Use rock or other appropriate material to cover the storm drain inlet to filter out trash and debris.
- Make sure the rock size is appropriate (usually 1 to 2 inches in diameter).
- If you use inlet filters, maintain them regularly.

