



# CITY OF FULTON, MISSOURI

LEROY D. BENTON  
Mayor

18 EAST 4TH STREET, P.O. BOX 130, FULTON, MISSOURI 65251-0130  
Telephone: (573) 592-3111 Fax: (573) 592-3119

August 21, 2018

## **RE: New City of Fulton Sewer Tapping and Reconnection Permit**

All,

Please be advised that the City of Fulton has a new Sewer Tapping and Reconnection Permit. This permit is required if you are planning to perform any work on an existing or new sewer service lines. The attached permit can be obtained on the City of Fulton's website ([fultonmo.org](http://fultonmo.org)) or at City Hall. Completed permits can be turned into either the Building Inspector or Engineering Office.

After completing a permit and performing the work, if the work involved required a new connection (tap) to the City's sewer main or affected the road or sidewalk, then a fee will be assessed (less than or equal to 4 inches = \$300, greater than or equal to 6 inches = \$600). This fee will be billed to the performing contractor. Existing homes that only need repairs to an existing service line **AND** do not affect the road or sidewalk **AND** utilize a good existing connection (tap) to the sewer main will not need to pay a fee. A permit is still required.

This fee covers construction inspection, mapping, main to service connection material cost, and, for residential customers, street asphalt or concrete patching. The Engineering Inspector will provide you or your contractor the connection device to the city sewer main after he/she has received a work order or verification of a completed permit.

Prior to starting work, you must notify the City Engineering Department. Please call the Engineer's Inspector directly at 573-220-1035 or the City Engineers office at 573-592-3111 during normal working hours (8 a.m. to 5p.m.).

Work is generally restricted to 8 a.m. to 5 p.m. excluding city honored holidays unless an emergency solution is required to prevent sewer from backing up into the home or release of sewer off the property. If an emergency does occur during off hours, the city shall be notified at 573-592-3180 and you should take pictures and measurements to validate the situation.

Note, this permit also requires gravity building sewers to be a minimum of 4" in diameter, slope no less than 1/8 inch per foot, and be at minimum **schedule 40** (ASTM F 1488) PVC pipe or approved equal.

Respectfully,

Kyle Bruemmer  
Interim City Engineer  
City of Fulton, MO



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## FULTON SEWER TAPPING AND RECONNECTION PERMIT

Building Address: \_\_\_\_\_

### Owner:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Owner self performing work:  Yes  No (If Yes, skip Contractor Section)

### Contractor:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

### Business License for Plumbing (Only required only for Contractors and Property Managers):

# : \_\_\_\_\_

### Work Description:

- 1) Was there an existing tap in main:  Yes  No
- 2) Was a new tap in main required (see # 13 - frequently asked questions):  Yes  No
- 3) Was City road/sidewalk affected (see # 16 - frequently asked questions):  Yes  No
- 4) Remarks: \_\_\_\_\_

### Fee Reimbursement Required (If yes to either question 2 or 3 above a fee is required see below for details):

Fee Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Service Size <input type="checkbox"/> 4" =	Fee \$300	Service Size <input type="checkbox"/> ≥ 6" =	Fee \$600
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\*\*\*\*\*Warning\*\*\*\*\*

**Prior to backfilling trench, inspections are required. If backfill before inspections, you will dig back up!**

### Signature:

The applicant acknowledges that he/she has read this application, signed and/or initialled all pages, and certifies the information is correct, and agrees to comply with all laws, codes, and regulations.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only:

**P.P.S. Office:** Pages Initialed:  Yes  No License Checked:  Yes  No  
 Fee:  Yes  No Initial: \_\_\_\_\_ Date: \_\_\_\_\_

**Coll. Office:** Fee Received:  Yes  No W. O. to Eng:  Yes  No  
 Initial: \_\_\_\_\_ Date: \_\_\_\_\_ (Copy Waste and Purchasing)

## Code Requirements

Building sewers connecting to public sewer shall conform, at minimum, to the requirements of the most recent International Building and Plumbing Code (IPC) adopted by the City of Fulton, see City Ordinances No. 1381-15, § 1, 2-10-15 and No. 1195-07, § 1, 10-23-07.

The following bullet points highlight some of these code requirements:

- "Buried piping shall be supported throughout its entire length"....."Such pipe shall not be supported on blocks to grade". (IPC 306.1-2)
- If....."the bottom of the trench does not form the bed for the pipe, the trench shall be backfilled to the installation level of the bottom of the pipe with sand or fine gravel placed in layers of 6 inches maximum depth and.....shall be compacted after each placement. (IPC 306.2.1)
- "Where rock is encountered in trenching, the rock shall be removed to a minimum of 3 inches below....the bottom of the pipe and the trench shall be backfilled to....the bottom of the pipe with sand tamped in place....to provide uniform load bearing support.....The pipe shall not rest on rock at any point." (IPC 306.2.2)
- "If soft material of poor load bearing quality are found at the bottom of the trench, stabilization shall be achieved by over excavating a minimum of two pipe diameters and backfilled to...the bottom of the pipe with fine gravel, crushed stone or concrete foundation. The concrete foundation shall be bedded with sand tamped into place...to provide uniform load-bearing support..." (IPC 306.2.3)
- Backfilling, backfill shall be free from discarded construction material and debris. Loose earth free from rocks, broken concrete and frozen chunks shall be placed in the trench in 6-inch layers and tamped in place until the crown of the pipe is covered by 12 inches of tamped earth. The backfill under and beside the pipe shall be compacted for pipe support. Backfill shall be brought up evenly on both sides of the pipe so that the pipe remains aligned. In instances where the manufacturer's installation instructions for materials are more restrictive than those prescribed by the code, the material shall be installed in accordance with the more restrictive requirement. (IPC 306.3)
- "Underground inspection shall be made after trenches or ditches are excavated and bedded, piping installed, and before any backfill is put in place." (IPC 107.1)
- "Every building having plumbing fixtures....abutting a street, alley, or easement in which there is public sewer shall have a separate connection with the sewer." (IPC 701.3)
- "Existing building sewers and drains shall connect with new building sewers and drainage systems only where found by examination and test to conform to the new system in quality of material." (IPC 703.4)

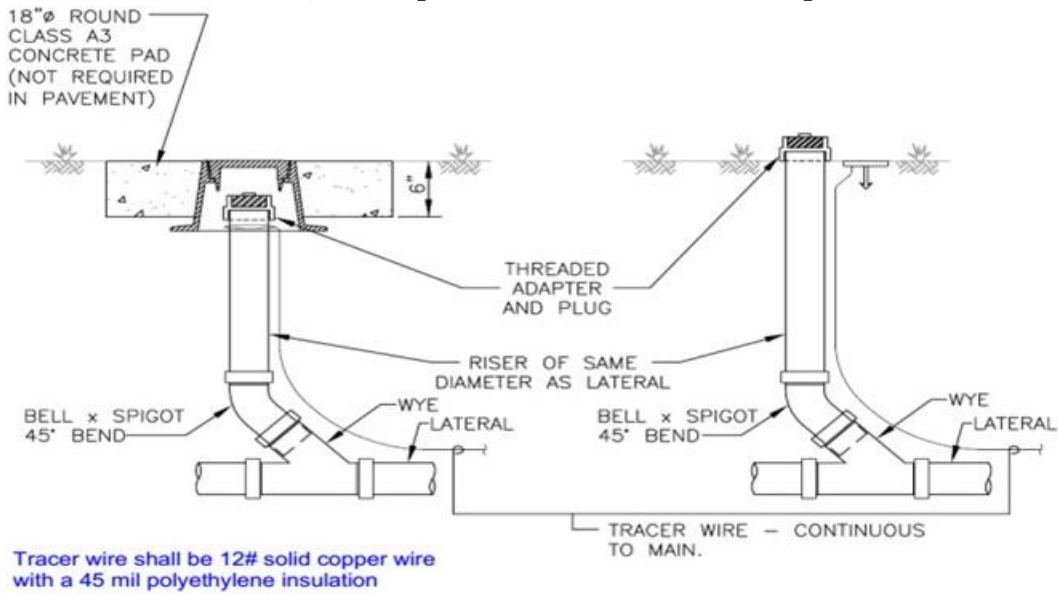
In addition to the International Building and Plumbing Code, the City also requires the following:

- City Inspector must witness sewer main connection
- A solid 12 gauge wire to be installed on all nonmetallic pipes, despite depth.
- Gravity building sewers shall be a minimum of 4" in diameter, slope no less than 1/8 inch per foot, and be at minimum schedule 40 (ASTM F 1488) PVC pipe or approved equal.
- Cleanouts shall be 4 inches in size, directional (no tees), and be of the same material as the pipe it serves.
- Cleanouts shall be provided at the edge of the right of way or easement and be placed no more than 100 feet apart. A cleanout shall also be placed within 5' of the outside of the building for downstream flow to the sewer main (the installation of a clean out for upstream flow back into the building is recommended).

Furthermore, OSHA's trenching safety measure should be followed (Trenches 5 feet deep or greater require a protective system unless the excavation is made entirely in stable rock, OSHA 1926.652(b) and (c)).

# SEWER CLEANOUT

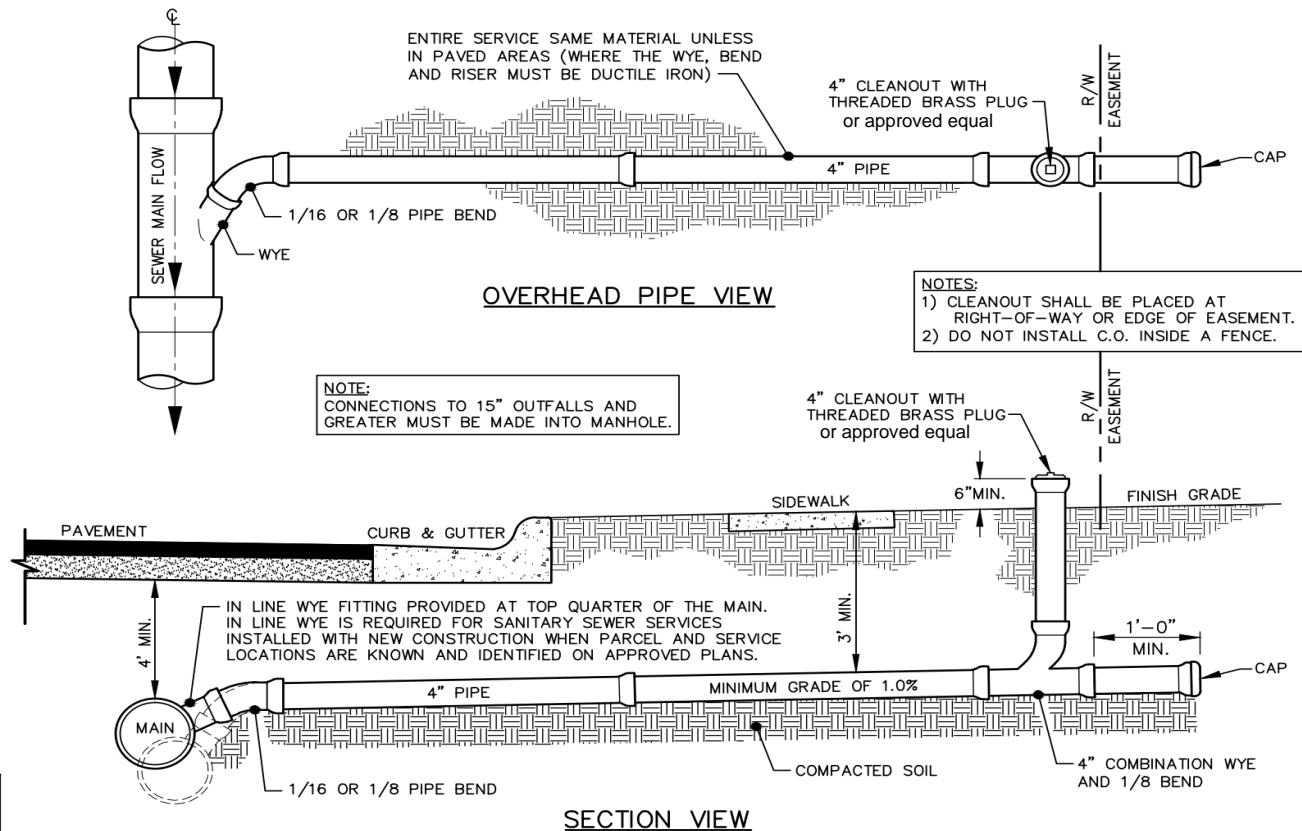
(A sewer clean out shall be placed within 5' of the outside of the building, at the edge of the right of way or easement, and be placed no more than 100 feet apart)



COMMERCIAL APPLICATIONS

RESIDENTIAL APPLICATIONS

# SEWER MAIN CONNECTION



## **FREQUENTLY ASKED QUESTIONS**

### **1) Do I need a Sewer Tapping and Reconnection Permit?**

If you are planning to perform any work on an existing or new sewer service line, then yes. Even if the work is completely on your property.

### **2) Why do I need a Permit?**

The City of Fulton wants to inspect the construction or repair on sewer service lines to better protect its citizens, property owners, and public sewer system from issues caused by improperly installed services. Improperly installed services could lead to unneeded future repair costs, health issues, and higher utility bills. Inspections also provide the City the ability to map the work completed so the service line may be found easier in the future.

### **3) How could an improperly installed sewer affect my utility bill?**

Improperly installed sanitary sewer services and mains can allow unwanted surface and ground water to flow or infiltrate into the sanitary sewer collection system which leads to the Fulton's Wastewater Treatment Plant (WWTP). The more water the collection system and the WWTP has to process the more expensive and dangerous they become to operate.

The added flow can also overwhelm the collection system and WWTP. If this occurs, large sewer overflows dump into our streams and pollute our environment which leads to costly environmental corrective actions.

Poorly installed sewer lines can also plug and cause localized sewer backups and overflows in and around our homes and businesses. These localized backups and overflows can create public health issues and stream contamination in our community as well. The Missouri Department of Natural Resources requires the City to address such issues. Addressing such issues cost money which could end up affecting utility bills.

### **4) Where can I get a permit application?**

You can get the permit application on the City of Fulton's website ([fultonmo.org](http://fultonmo.org)), pick one up from City Hall from the Planning and Protective Services Director's Office or the City Engineer's Office. Additionally, you can call an Engineering Inspector and he/she may bring one to you!

### **5) Does this permit cost anything?**

If the work involved required a new connection (tap) to the City's sewer main or affects the road or sidewalk, than yes. The fee is set by the size of the pipe serving the location:

- less than or equal to 4 inches = \$300
- greater than or equal to 6 inches = \$600

Existing homes that only need repairs to an existing service line **AND** do not affect the road or sidewalk **AND** utilize an existing connection (tap) to the sewer main do not need to pay a fee. A permit is still required.

### **6) What do I get for the permit?**

The permit covers construction inspection, video inspection (see question 14), mapping, main to service connection material cost, and, for residential customers, street asphalt or concrete patching (see question 17 and 18). The Engineering Inspector will provide you or your contractor the connection device to the city sewer main after he/she has received a work order or verification of a completed permit (see questions 7 and 11).

### **7) Who do I give the completed permit back to?**

The City's Planning and Protective Services Director (Building Inspector) and inspectors from the City's Engineering Department administer the permit paperwork. Both offices are located on the top floor of City Hall. Upon receiving a completed permit, an engineering inspector can authorize and inspect the work. A copy of the permit will be issued to the Utility Collections Office and Wastewater Department. If the work involved triggers a fee (see question 5 and 8), the engineering inspector will notify the Utility Collections Office and a bill for the fee will be issued to the contractor who performed the work.

**8) When do I need to pay for the permit if I need to make a new tap in the main or the City road or sidewalk is affected?**

If a new tap in the main is installed or road or sidewalk is affected, the inspector will mark that on the permit form and a bill will be sent to the Contractor who performed the work. If the bill does not get paid, future permits shall not be issued to the contractor.

**9) Who can perform the work?**

If you have a current business license for plumbing on file with the City of Fulton, can perform the work safely and in accordance with the code requirements of this permit, have complied with this permit process, and have the needed equipment and material you can perform the work. Note: Property Managers and institutions who employ capable maintenance personnel must have and maintain a separate business license for plumbing for said maintenance personnel.

One exception exists concerning the business license requirement. If you are performing the work yourself on property you officially own and can comply with all other listed requirements, you do not need a current business license for plumbing on file with the City.

**10) When can I perform the sewer work?**

8 a.m. to 5 p.m. excluding city honored holidays unless an emergency solution is required to prevent sewer from backing up into the home or release of sewer off the property. If an emergency does occur during off hours, the city shall be notified at 573-592-3180 and you should take pictures and measurements to validate the situation.

**11) Do I need an inspection?**

Yes, you need to have an inspection prior to back filling the trench. Even if you are repairing an existing service it needs to be evaluated by the Engineering Inspector. See question 12 for the Engineering Inspector's contact information.

**12) Who do I call for an inspection?**

While the Planning and Protective Services Director helps administer the permit paperwork. The actual inspection is complete by the City Engineers Office. Please call the Engineer's Inspector directly at 573-220-1035 or the City Engineers office at 573-592-3111 during normal working hours (8 a.m. to 5p.m.).

*If an emergency occur during off hours, notify the city at 573-592-3180.*

**13) What authority does the Engineering Inspector have over the contractor or person performing the work?**

The Engineering Inspector is on the job site to ensure the code requirements outlined in this permit are followed and public safety is not an issue. The inspector has the right to insist that the work be done or redone until said codes are followed.

If the inspector determines a contractor to be noncompliant, he/she may safely stop the work, note the noncompliance on the plumbers business license (if applicable), and notify the property owner. If a plumber has 2 noncompliance notations on their business license, there license will be revoked for a period of one year. 2 noncompliance notations can be given on one job.

If a property owner is performing the work directly in lieu of hiring a plumber with a City of Fulton Business License and is noncompliant, the inspector may safely stop the work and the City will use lawful action to resolve the issue and complete the work.

**14) Can I repair and reuse an existing service line?**

Before any work is completed on an existing service, a push camera (or equal) needs to video the entire length of the service line from the point of repair to the sewer main to establish the extent of the problem. If there is not extensive problems with the existing service line and main connection, then yes. The Engineering Inspector can perform this

video work for you as part of his inspection services. If the existing service line is not approved for reuse by the inspector than a new connection is required and the old connection must be properly abandoned (see question 15). If you choose to video the service line yourself, the Engineering Inspector still needs to review your video.

**15) How do I properly abandon an old unusable service line connection?**

The old service line must be abandoned in a fashion that prevents ground and surface water from flowing or infiltrating into the old service line and connected main. This means the City prefers the abandonment to occur at the service to main connection. If, and only if, the old service connection is of PVC (or equal) material and deemed water tight by the Engineering Inspector, the city may allow an old section of the service line to be properly abandoned in place to prevent roadway and sidewalk disruptions.

**16) Am I responsible for my sewer if it goes into the street?**

Yes, City Code Section 114-117 specifies that building sewers between the main and the property line are to be installed and maintained at the customer's expense.

**17) How do I connect to the sewer main if it is in the city street?**

You first notify the Engineering Inspector. If the required permit and associated fees have been completed, the Engineering Inspector will authorize the work and provide the required connection tee/material to the sewer main and begin monitoring your work. You are responsible for traffic control, saw cutting the street, digging down to the main, properly connecting to the main with provided material, and once it passes inspection, backfill to the surface with 3/4" to 1" clean rock. Commercial customers must also patch/repave the road and any sidewalks.

**18) Who patches the street if my service connects out in the street?**

If you are a residential customer, the city will patch/repave the road and sidewalk for you. If you are a commercial customer, you must patch/repave the road and any affected sidewalk as prescribed by the Engineering Inspector.

**19) What if I can't afford to fix the problem? Does the city provide payment plans?**

Monthly payment plans maybe available (see the City's Finance Department).

**20) What is Dig Rite or Missouri One Call and do I need to call them?**

Safe digging is everyone's responsibility. Dig Rite, also known as Missouri One Call, is a free service that promotes safe digging through utility locating before excavation occurs. Notifying them of your planned excavation helps prevent damages that may result in fines, utility service interruption and injury or even death.

So yes, you need to call them before you dig so utility companies can locate their lines near your project for you with paint, tape, or flags free of charge. They can be reached at 1-800-344-7483 or online [www.mo1call.com](http://www.mo1call.com).

**21) How should the pipe in the trench be supported?**

The pipe in the trench is required to be supported the entire length of the pipe either by solid soil, sand, fine gravel, or crushed stone (see Code Requirements).

**22) Can I use blocks to support the pipe?**

No, blocks can cause the pipe to deform and increase the chance of blockage and cracking (see Code Requirements).

**23) Do I need a tracer wire?**

Yes, a 12 gauge coated solid copper wire should be attached to the pipe from the sewer main of where it attaches to an existing service then run toward the building to end above grade either at a clean out or at the building (see Code Requirements).

**24) What about backfilling the section of my service line that is not under pavement?**

Backfill shall be free from discarded construction material and debris. Loose earth free from rocks, broken concrete and frozen chunks shall be placed in the trench in 6-inch layers and tamped in place until the crown of the pipe is covered by 12 inches of tamped earth (see Code Requirements).

**25) What should be connected to the sanitary sewer service line?**

All internal bathroom, sink, and floor drain plumbing from the building or home.

**26) What should not be connected to the sanitary sewer service line?**

All clean water drains which include foundation drains and other purely stormwater facilities like roof gutters.



