

STEP BY STEP SANITARY SEWER CONNECTION

FOR VILLAGE OF GLENWILLOW RESIDENTS AND THEIR CONTRACTORS

The Pergl Road Sanitary Sewer System was installed and paid for by the Village of Glenwillow and the cost of the sewer main will not be assessed to the property owners. However, property owners/contractors are required to pay tap-in fees and permits as stipulated below.

To assist you in completing your sewer installation, the following is a chronological checklist of recommended and required steps.

1. Read the attached sanitary service connection standards.
2. Obtain written estimates from at least 2 qualified contractors. Contractors must be registered with the Village of Glenwillow. The fee to register is \$100.00. Building Department hours are Monday–Friday, 9:00am–4:00pm.
3. Choose a contractor and schedule work to begin after payment of all fees and deposits as outlined below.
4. Secure necessary permits, pay tap-in fees and pay required deposits in the following order.
 - Obtain a septic system abandonment permit from the Cuyahoga County Health Department by mail or in person at 5550 Venture Dr. Parma, Ohio 44120. The cost is \$100.00.
 - Pay a \$1000.00 sewer tap-in fee to Bedford Heights at the Bedford Heights Building Department located at 5661 Perkins Avenue.
 - Your contractor must register as an excavating contractor with the Glenwillow Building Department. The fee is \$100.00.
 - Your contractor may need to secure a \$50.00 plumbing permit if work must be done on plumbing inside your home to accommodate the sewer connection. The contractor must have a state plumbing contractor's license and register as a plumbing contractor with the Glenwillow Building Department.

5. Schedule an inspection with Glenwillow's Building Department to view the sewer connection at the edge of the right of way – 24 hour minimum notice.
6. Schedule another inspection to view the sewer connection at the wall of the house – 24 hour minimum notice.
7. Complete all connections to the sanitary sewer system based on the sanitary service connection standards.
8. Arrange with a septic tank service company to remove all waste from all septic tanks.
9. Dump 1 gallon of household bleach into each empty septic tank.
10. All down spouts and clean water connections should be tested to confirm they are not connected to the sanitary service prior to approval.
11. Arrange an appointment with County Health Department personnel to inspect and view the destruction of all septic tanks.
12. Schedule an inspection with Building Department to view backfilling and leveling of all areas – 24 hour minimum notice.
13. Record measurements of location of all cleanouts.
14. Level excavated areas and plant grass.

The Building Department can be reached at 440-232-4380 to answer any questions related to the above. Office hours are Monday–Friday, 9:00am–4:00pm.

To schedule an inspection, please call the number above during business hours.