

# **SEPTIC TANK TO SANITARY SEWER CONVERSION GUIDELINES**

## **STEP 1: AT MAYFIELD VILLAGE BUILDING DEPARTMENT**

**(440) 461-2213**

1. COMPLETE THE SEWER CONVERSION PERMIT APPLICATION INCLUDING AREAS CONCERNED WITH THE LOCATION OF THE BUILDING DRAIN AND BASEMENT FIXTURES. THE CONTRACTOR AND THE PROPERTY OWNER MUST SIGN THE APPLICATION.
2. SUBMIT TWO (2) COPIES OF A SITE PLAN FOR REVIEW IDENTIFYING THE FOLLOWING:
  - a. Location of the septic tank
  - b. The direction and location of proposed tie-in into the public main from the building
  - c. Type, size and diameter of pipe
  - d. Type and amount of backfill and bedding
  - e. Location of cleanouts
3. SCHEDULE AN APPOINTMENT WITH THE BUILDING DEPARTMENT AND CONTRACTOR TO INSPECT THE BASEMENT FOR COMPLIANCE WITH THE SUBMITTED APPLICATION AND SITE PLAN. THIS MAY DETERMINE WHETHER WORK IN THE INTERIOR OF THE BUILDING IS REQUIRED. IF SO TWO (2) COPIES OF A PLAN DETAILING THE SCOPE OF WORK SHALL BE SUBMITTED FOR REVIEW. IF TESTING IS DETERMINED NECESSARY BY THE BUILDING COMMISSIONER, IT WILL BE AT THE COST OF THE APPLICANT.

## **STEP 2: AT CUYAHOGA COUNTY SANITARY ENGINEERS OFFICE**

**6100 W. Canal Rd.**

**Valley View, OH 44125**

**(216) 443-8209**

1. SUBMIT THE PLAN AS REVIEWED BY THE CITY TO THE CUYAHOGA COUNTY SANITARY ENGINEER'S OFFICE FOR REVIEW AND PAY REQUIRED FEES TO OBTAIN A CONNECTION PERMIT.

## **STEP 3: AT CUYAHOGA COUNTY BOARD OF HEALTH**

**(216) 201-2000**

1. OBTAIN A HOUSEHOLD SEWAGE SYSTEM ABANDONMENT PERMIT.

**STEP 4: AT MAYFIELD VILLAGE BUILDING DEPARTMENT  
(440) 461-2213**

- 1. SUBMIT THE CONNECTION PERMIT, THE APPROVED PLAN FROM THE CUYAHOGA COUNTY SANITARY ENGINEERS OFFICE AND THE HOUSEHOLD SEWAGE SYSTEM ABANDONMENT PERMIT FROM THE CUYAHOGA COUNTY BOARD OF HEALTH.**
- 2. OBTAIN A SEWER CONVERSION PERMIT (NO CHARGE)**
- 3. CALL FOR AN INSPECTION OF THE INTERIOR WORK BEFORE COVERING AND FOR AN INSPECTION OF THE LATERAL FROM THE SEPTIC TANK TO THE FOUNDATION WALL BEFORE BACKFILLING.**
- 4. TO CLOSE OUT THE SEWER CONVERSION PERMIT, IT SHALL BE THE RESPONSIBILITY OF THE APPLICANT TO SCHEDULE A FINAL DYE TEST OF THE STORM AND SANITARY PIPING FROM THE HOUSE TO THE CLEAN OUT AT THE RIGHT-OF-WAY, TO ASSURE THERE ARE NO CROSS CONNECTIONS OF THE STORM AND SANITARY SYSTEMS. THE DYE TEST MUST BE WITNESSED BY A REPRESENTATIVE OF THE BUILDING DEPARTMENT.**