

CHECKLIST FOR COMMERCIAL PERMIT PROJECT

Initial Submittal

- Building & Zoning application
- Address, Parcel, Owner (APO) information
- Bill to information
- Any other applicable applications needed, i.e.; Health Dept., BCEO, etc...

Plan Submittal

- Three (3) copies of the water and/or sewer, deduct, irrigation, or any other plans needed for review of connection to the public sanitary sewer mains or water mains.
- Plans showing all connections from the public water and/or sewer mains to the building with any appurtenances required as per BCDES specifications, i.e.;
 - o Fire Department Connection
 - o Private Hydrant(s)
 - o Tapping sleeve and valve (if applicable)
 - o Backflow
 - o 10' separation between water/sewer
 - o Meter Pit/Vault Pit location
 - o Meter size(s)
 - o Water service and tap size, and location(s)
 - o Control Manhole
 - o Lateral size, grade and location
 - o Oil and Grease system, size and type (if needed)
 - o Plumbing Plan (if needed)
 - o ODOT/BCEO Right of Way Permit requirements
 - o Any proposed water/sewer mains
 - o Abandonments of any existing water/sewer
 - o Existing water/sewer easements
 - o Encroachment issues

Document Submittal

- ERU Letter signed and returned.
- Water/Sewer Joint Maintenance Agreement(s) signed and recorded at the Butler County Recorder's Office if there is more than one building utilizing a water or sewer tap. (max. 2 connections per JMA).
- Temporary Water/Sewer Service Agreement (if applicable).
- Encroachment Agreements (if applicable).
- Five (5) sets of construction plans including details and profiles for ODOT submittal (if applicable).
- Backflow approval/permit from the Health Dept. (for deduct/irrigation permits only).

*Please visit <http://des.butlercountyohio.org/html/contractors/Fees.cfm> for info regarding Capacity Fees, Water Meter Fees, Lift Station Fees, or to print a copy of the ERU Letter for your project.

*Please visit <http://des.butlercountyohio.org/html/contractors/Forms.cfm> for info regarding Encroachment Agreements, Joint Maintenance Agreements (water or sewer), or Temporary Service Agreements (water or sewer).

*Please visit <http://des.butlercountyohio.org/html/contractors/StandardSpecifications.cfm> for the current BCDES Standard Specifications and Details.

*If a water and/or sewer main extension is required, the project(s) must be completed and approved for connections by BCDES before the permit to connect can be issued or any taps or service lines can be started. This is a different process; please visit <http://des.butlercountyohio.org/html/contractors/documents/ChecklistforMainExtensions.pdf> as BCDES considers main extensions a separate project from the commercial project.

*Once all plans are approved and all documents have been received along with any water or sewer main extensions being approved, the capacity fees can be paid and the permit application can be issued.