

REVISED SEWER PERMITTING PROCESS

Sewer CCTV Inspection Permits:

To Apply for a CCTV Inspection Permit, please do the following:

1. Fill out the Sewer Permit Application Form completed with all of the information filled out. Please be sure to include contact information and an e-mail address to correspond with.
2. Submit this form electronically to the general sewer mailbox: sewer@greenwichct.org
3. After we have reviewed the application, we will e-mail you the permit conditions and instructions related to paying your permit fee. You will be provided instructions of how to send your payment in via U.S. mail or online.
4. Once the Sewer Permit is issued, you can then proceed to schedule the CCTV inspection with our Environmental Asset Engineer, Al Romano by calling 203-622-0963 ext. 5. Al will call you back to schedule accordingly.
5. After the CCTV inspection is performed in the field, please submit the DVD of the CCTV inspection with any other necessary information via U.S. mail or in person to Town of Greenwich Town Hall, 101 Field Point Road, Greenwich, CT 06830, Attention Sewer Division. The DVD will be logged in and routed to our Sewer Division staff who will review.
6. After we review the CCTV inspection DVD, we will notify the applicant of our findings via e-mail.

Sewer Disconnect Permit:

To Apply for a Sewer Disconnect Permit, please do the following:

1. Fill out the Sewer Permit Application Form completed with all of the information filled out. Please be sure to include contact information and an e-mail address to correspond with.
2. Submit this form electronically to the general sewer mailbox: sewer@greenwichct.org
3. After we have reviewed the application, we will e-mail you the permit conditions and instructions related to paying your permit fee. You will be provided instructions of how to send your payment in via U.S. mail or online.
4. Once the Sewer Permit is issued, you can then proceed to schedule the CCTV inspection with our Environmental Asset Engineer, Al Romano by calling 203-622-0963 ext. 5. Al will call you back to schedule accordingly.

5. If the house is vacant, you can coordinate the capping of the sewer lateral to be performed at the same time as the CCTV inspection. If the house is currently occupied and will be so for a period of time, you can schedule the capping of the sewer lateral for a later date. However, you cannot receive a Sewer Final for the Sewer Disconnect Permit without completing the capping of the sewer lateral and getting the necessary inspection and sign off by the Sewer Division Environmental Asset Engineer.
6. After the CCTV inspection is performed in the field, please submit the DVD of the CCTV inspection with any other necessary information via U.S. mail or in person to Town of Greenwich Town Hall, 101 Field Point Road, Greenwich, CT 06830, Attention Sewer Division. The DVD will be logged in and routed to our Sewer Division staff who will review.
7. After we review the CCTV inspection DVD, we will notify the applicant of our findings via e-mail.
8. The owner of the property will need to agree in writing to the findings of the CCTV inspection and have completed the capping of the sewer lateral.
9. After all of the above are completed to the Sewer Division's satisfaction, we will issue notification to the Building Inspection Division that the Sewer Disconnect Permit conditions have been met, so that the applicant can proceed with their building demolition.

Please note, any work in the Town's right of way, will require a separate Highway Permit, please coordinate directly with the Highway Division for the necessary Highway Permit(s).

Sewer Repair Permit:

To Apply for a Sewer Repair Permit, please do the following:

1. Fill out the Sewer Permit Application Form completed with all of the information filled out. Please be sure to include contact information and an e-mail address to correspond with.
2. Submit this form electronically to the general sewer mailbox: sewer@greenwichct.org
3. After we have reviewed the application, we will e-mail you the permit conditions and instructions related to paying your permit fee. You will be provided instructions of how to send your payment in via U.S. mail or online.
4. Once the Sewer Permit is issued, you can then proceed to schedule the repair work and associated CCTV inspection with our Environmental Asset Engineer, Al Romano by calling 203-622-0963 ext. 5. Al will call you back to schedule accordingly.
5. After the CCTV inspection is performed in the field, please submit the DVD of the CCTV inspection with any other necessary information by mail or in person to Town

Hall (101 Field Point Road), Attention Sewer Division. The DVD will be routed to our Sewer Division staff who will review.

6. After we review the CCTV inspection DVD, we will notify the applicant of our findings via e-mail. If there are additional items/repairs required on the sewer lateral, we will provide the procedure and steps for what is required to complete the process.
7. Sewer Finals will not be issued until all of the conditions of the Sewer Permit have been satisfied and payment for the Sewer Permit has been received.

Please note, any work in the Town's right of way, will require a separate Highway Permit, please coordinate directly with the Highway Division for the necessary Highway Permit(s).

Sewer Reconnect/New Sewer Connection Permit:

To Apply for a Sewer Reconnect/New Sewer Connection Permit, please do the following:

1. Fill out the Sewer Permit Application Form completed with all of the information filled out. Please be sure to include contact information and an e-mail address to correspond with.
2. Submit this form along two (2) full size hard copies of the Site Plan that includes all site work, proposed sewer work (including pipe material, pipe diameter, slope, inverts, depth of cover, connection details, etc.) as well as any drainage work and other utility work proposed.
3. Please submit the above listed application form and two hard copy full size Site Plans (listed in step 2 above) via U.S. mail or in person to Town of Greenwich Town Hall, 101 Field Point Road, Greenwich, CT 06830, Attention Sewer Division.
4. After we have reviewed the application, we will e-mail you any comments if the permit is incomplete and cannot be approved.
5. If the application is approved, we will e-mail the applicant the permit conditions and instructions related to paying your permit fee. Upon receipt of the permit conditions, the applicant agrees that the conditions of the Sewer Permit will be posted on the site and will be shared with all contractors performing the work. You will be provided instructions of how to send your payment in via U.S. mail or online.
6. All inspections for sewer work must be coordinated with our Environmental Asset Engineer, Al Romano by calling 203-622-0963 ext. 5. Al will call you back to schedule accordingly.
7. Sewer Final will not be issued until all of the conditions of the Sewer Permit have been satisfied.

Please note, any work in the Town's right of way, will require a separate Highway Permit, please coordinate directly with the Highway Division for the necessary Highway Permit(s).

If you have any questions or need further information, please contact us
at sewer@greenwichct.org

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