

INSTRUCTIONS

FOR THE

SEWER DIVISION REVIEW FOR BUILDING PERMIT SIGN OFF SHEET

What to submit:

- Site Plan of proposed work (documentation submitted will not be returned)
- Building Permit Application Sign Off Sheet (copy of the Building Division form)
- Sewer Division Review for Building Permit Sign Off Sheet (Sewer Division form)

How to submit [Please choose one]:

- Email (electronically) to:
 - sewer@greenwichct.org

OR

- Hard Copies (in person)
 - Sewer Division, second floor, Room 225
Town Hall, 101 Field Point Road, Greenwich, CT 06830

Length of review process:

- Approximately 5 business days

Any questions, please contact the Sewer Division at 203-622-7760 or sewer@greenwichct.org.

SEWER DIVISION REVIEW FOR BUILDING PERMIT SIGN OFF SHEET

Address/Location of Work: _____

Description of Work: _____

Contact Person's Name: _____

Contact Person's Phone Number: _____

Contact Person's Email: _____

Does property have any existing sewer mains, sewer laterals or public and/or private sewer easements on it? _____ Yes _____ No.

If Yes, please describe: _____

****** DO NOT WRITE BELOW THIS LINE; SEWER DIVISION OFFICE USE ONLY ******

Date Received: _____

Date Reviewed: _____

Reviewer's Name: _____

Reviewer's Signature: _____

Reviewer's Title: E.A.E. / M.Mgr. / W.W.Div.Mgr.

Review Decision:

- _____ NO Sewer CCTVing/DVD Review Permit required.
- _____ Sewer CCTVing/DVD Review Permit required,
then possibly Sewer Repair Permit based on DVD review findings.
- _____ Sewer Disconnect Permit required, then Sewer Reconnect Permit.
- _____ Other: _____

What is a Sewer CCTV Inspection Permit?

A Sewer CCTV Inspection Permit is a Sewer Permit you obtain so that you may hire a contractor to inspect the interior of your sanitary sewer lateral. The sanitary sewer lateral is the waste pipe that transports wastewater from your sinks, toilets, showers, etc. in your building out to the sanitary sewer main. During the CCTV Inspection process, a contractor you hire inserts a small diameter camera into your sewer lateral to inspect the interior condition of the pipe. This is performed with the Sewer Division's Environmental Asset Engineer present. The video inspection is recorded onto a DVD and then submitted to the Sewer Division for review. For more information on this process, please refer to the Sewer Division's Sewer Permit Application Package.

I applied for a Building Permit, but why Do I Need a Sewer CCTV Inspection Permit, if I wasn't planning on doing any sewer work?

First, it is important for property owners to understand that in the Town of Greenwich, each individual property owner is responsible for their sanitary sewer lateral (pipe) from their building all the way to and including the connection to the Town sanitary sewer main.

There are many reasons why an applicant is required to obtain a Sewer CCTV Inspection Permit. Some of them include the following:

- Structural Integrity: When work is occurring at a property, it is important to confirm that the existing sanitary sewer lateral is in good condition. The CCTV inspection is able to identify if there are any defects such as, tree roots in the pipe, cracks in the pipe, misaligned joints, leaks in the pipe, etc. You may ask, why does that matter?
 - Any of the defects identified above can cause issues for your building, such as a sewer backup where sewage from your own property can backup into your building. In addition, when we observe defects such as root intrusion in pipe joints, or cracks in pipes, etc. it is a sign that the sewer pipe system is no longer watertight. This means that stormwater and/or groundwater can find its way into the sanitary sewer system. In the Town of Greenwich, there are two separate systems. One piping network is to handle stormwater (rain, snow, etc.) which then goes out to surface waters. The second piping network is intended to handle wastewater (water from toilets, sinks, showers, washing machines, etc.). That water is transported to the Grass Island Wastewater Treatment Plant to be treated. When stormwater and/or groundwater winds up in the sanitary sewer system, it does several things:
 - It limits the capacity of the sewer system (meaning the pipe can handle less flow), which could restrict development.

- It can result in sanitary sewer overflows, where raw sewage either backs up into private properties, or can overflow from sewer manholes onto roads, or in fields, etc., which is an environmental health and safety concern.
 - That excess water (stormwater and/or groundwater) costs taxpayers money. It costs money to transport the water through the sewer collection system (energy costs for pumping, as well as operation and maintenance costs for all of the equipment, piping, etc.); and then there is the cost to treat the excess water at the wastewater treatment plant in the form of both energy costs, as well as operation and maintenance costs.
- Any defects identified will be explained to the applicant, and the Sewer Division will require that the Sewer CCTV Inspection Permit gets converted to a Sewer Repair Permit. The Sewer Division converts the permit for no additional fee, however drawings are required and review time for the drawings are required. For more information on this process, please refer to the Sewer Division's Sewer Permit Application Package.
- Confirmation of Sewer Lateral Location: During the Sewer CCTV Inspection process, the pipe location is confirmed in the field and it can be determined if there may be any impacts from the proposed work on the site.

What else is being reviewed when I submit the form related to Sewer Division Review for Building Permit?

The other things that are being reviewed when someone is making a request to the Sewer Division for sign-off related to a Building Permit include, but are not limited to the following:

- Are there any public and or private sanitary sewer lines that run through the property and are there potential impacts to the sewer line(s) from the proposed work? This is important as we have had instances of people damaging sewer lines or constructing permanent structures on top of or too close to the existing sewer line(s).
- For restaurants or food prep establishments ONLY, does the property have the necessary Sewer Division approval for the grease trap?