

OFFICE OF THE BUILDING DEPARTMENT

PROCEDURES FOR SEPTIC TANK, SEWER CONVERSIONS

1. To convert a septic tank system to a City sanitary sewer system, a \$30.30 building permit is required and is issued in the office of the Brecksville Building Department. The Public Safety Director, Mayor Hruby, may waive this fee.
2. The property owner or their chosen contractor representative must make an application with the Cuyahoga County Board of Health for a "Household Sewage System Abandonment Permit". The fee for this permit is \$100.00 (subject to change). It is not waivable. Their address is: Cuyahoga County Board of Health, 5550 Venture Drive, Parma, Ohio 44130. 216-201-2001
3. The County Board of Health will verify that the abandonment is compliant with all appropriate codes and regulations.
4. The sewer contractor must be registered with both the City of Brecksville and Cuyahoga County Sanitary Engineers. Plumbing Contractors for any interior work must be registered with the City of Brecksville.
5. At the time of application for the building permit (indicated in item #1 above), two copies of a site plan must be submitted by the sewer contractor showing the location of the septic tank and the direction location of the tie-in into the City's sanitary sewer main from the dwelling. Shown also on the site plan must be the type of sewer pipe used, diameter of pipe, and size and location of cleanouts. The contractor must also indicate if interior plumbing work is needed. If interior work is needed, a drawing of the scope of work must also be submitted in duplicate. A registered plumber or the homeowner can do interior plumbing work. The homeowner cannot perform outside sewer work on sanitary sewer lines or the connections there of. The plumbing permit fee for interior plumbing work is \$50.50.
6. An onsite interior/exterior inspection must be made prior to issuance of the sewer conversion permit to verify that no interconnection between storm water and sanitary waste is possible. The homeowner/contractor may arrange this appointment prior to or at the time a conversion permit is applied for at the Building Department.
7. At the time of application for the sewer conversion permit (as referenced in #1 above), the Building Department personnel shall also provide a sewer letter to the contractor which informs the Cuyahoga County Sanitary Engineer's office that a sewer lateral will be installed at this particular address. This letter must be personally delivered by the sewer contractor to the County Sanitary Engineers Office located at 6100 West Canal Road in Valley View. A sewer tap-in fee permit in the amount of \$210.00 (subject to change) is needed, along with scheduling the required inspections with the County.
8. Upon inspection and approval of all outside and inside work, the sewers may be backfilled and the grass seed sowed.