



City of Torrington  
Water Pollution Control Authority  
City Hall – 140 Main Street, Torrington CT 06790  
Ph: (860) 489-2234

## APPLICATION FOR SEWER DISCHARGE PERMIT INSTRUCTIONS

### Sewer Permit Required:

The Water Pollution Control Division of the Department of Public Works issues a permit for sewer work. All sewer work requires a permit. The application can be obtained from the Department of Public Works at Torrington City Hall, 140 Main Street, 3<sup>rd</sup> Floor, Rm 311

### Application Process:

1. Submit Application for Sewer Discharge Permit form. Before a sewer permit is issued, the completed Application For Sewer Discharge Permit must go for review and approval. Sewer Permits for repair or cap/demolish can be issued without the review process. For applications that require review the Sewer Discharge Permit Fee is not submitted until application is approved. For Applications that do not require review payment is submitted with the application form.
2. The top portion of the application form must be completed by the applicant/homeowner/contractor. The following items must accompany the application:
  - a. **Copy of Plumbers License (see note #3)**
  - b. **Two (2) copies of a drawing/plan showing the building, street, city sewer line and proposed sewer line/pipe from the building to the existing City Sewer Line, size of pipe and type of pipe.**
  - c. **Copy of Planning & Zoning Commission-Site Plan Application.**

**Note: Plans submitted to this office will not be returned.**

3. It is the applicants' responsibility to thoroughly research any and all sewer easements as they pertain to the subject property. Sewer easements must be shown on the submitted drawing/plan.
4. The review process for the sewer permit applications takes approximately 3 weeks/15 working days, maybe less. The applicant or designated contact will be notified as soon as the review process is complete.
5. If the application is denied you will be told why and how to re-apply.
6. If the application is approved you will be notified of any conditions, additional documentation required, and what the Connection Fee is.
7. When Payment and any additional documentation are received the Sewer Discharge Permit will be issued within two (2) days of receipt all requirements. Sewer Permits are only authorized by the Director of Public Works, City Engineer, or WPCA Administrator.

## NOTES:

1. Applications expire one year from date of review decision.
2. Sewer Permits are non-transferable. They are only valid for the property they are issued for.
3. Sewer Permits will not be issued without a plumbers name and license. A P1 or P7 license is required.
  - a. Plumbers name and license not required for change of use where no modifications to the sanitary sewer system is required.
4. Sewer Permits are only valid for the plans submitted and approved. Any change in the plans must be submitted for review and approved by the WPCA.
5. New Sewer Lines/laterals must be a minimum of six inch (6")
6. A Street Opening/Right of Way Permit is required for all work in city streets, ROWs, easements and public property.
7. A sewer permit for cap/demolish must be issued, inspected and approved by DPW-Engineering. (All caps are required to be at city main sewer)
8. If reconnecting to the sewer a sewer permit for cap/demolish must be issued, inspected and approved by DPW-Engineering.
9. If you will be installing a pump to connect to the sewer, you must submit proof of Electrical Permit from Building Department prior to receiving your sewer permit.
10. To schedule your sewer inspection please contact Department of Engineering at (860) 489-2234 at least twenty-four (24) hours in advance. Calls are accepted between the hours of 7:00 am to 3:00 pm Monday through Thursday and 7:00 am to 12:00 pm Friday. When calling the following information must be provided: Sewer Permit number, property location, owners name, plumber or contractors name, callers name and phone number. No Sewer shall be backfilled until all the sewer work has been inspected and approved (including repairs).

## Fees:

1. Connection Fee: (Payable to City of Torrington WPCA)
  - a. Residential - \$3,500.00 per dwelling unit
  - b. Commercial/Industrial - \$3,500.00 per 65,000 gallons per year.
    - i. Example: 100,000 gpy = \$5,384.61
  - c. Minimum fee for new connections is \$3,500.00
2. Sewer Discharge Permit Application review fee - \$15.00 (Payable to City of Torrington WPCA)
3. Sewer Inspection Fee - \$25.00 (Payable to City of Torrington WPCA)