

# SEWER CONNECTION PROCEDURES

## OBTAIN PERMIT APPLICATIONS:

1. Engineering Department Forms - The application form for sewer connection permit, Sewer Connection Fee Payment Plan and Certificate of Septic Abandonment can be found on the Township's web site at <https://www.morristwp.com/914/Skyline-Sanitary-Sewer-Project>.
2. Building Department Forms – The Construction Permit Application, Plumbing Subcode permit application and Electrical Subcode permit application (for pumps only) can be found on the Township website at <https://www.morristwp.com/121/Building>.

## SUBMIT PERMIT APPLICATIONS:

3. Obtain a sewer connection permit from the Engineering Department. The sewer connection fee is \$6,000 and the inspection fee is \$150. A check in the amount of \$6,150 shall be submitted along with the sewer connection application form to the Engineering Department. If you plan to pay the \$6,000 sewer connection fee in installments, two (2) checks are required, one in the amount of \$1,200 (first installment of payment plan) and one in the amount of \$150 (Engineering inspection fee). They are to be submitted along with an executed payment plan agreement and the sewer connection form.
4. Obtain Building permits for plumbing and electrical (pumps only). This requires filling out a construction application jacket (Form F-100), plumbing subcode application (Form F-130) and electrical sub-code application (Form F-120), (pumps only). The subcode permit applications are to be signed and sealed by your licensed plumber and licensed electrician (pumps only).
5. The Building Department will call when the Building permits are ready. At that time, the permits can be picked up and paid for at the Building Department. If you require a sewage pump, call the Engineering Department for the contact information on where and how to pick up the sewage pump.

## SCHEDULE INSPECTIONS:

6. Once you have obtained all required Engineering Department and Building Department permits you may schedule your work. You or your contractor should call the Building Department and Engineering Department to schedule for the required inspections.
7. The Engineering Department engineering inspector will inspect the sewer connection made at the newly installed sewer connection point at the Township right of way prior to backfill of the trench.
8. The Building Department plumbing subcode inspector will inspect the gravity sewer pipe prior to backfill of the trench. For those residents who require a sewage pump, the plumbing subcode inspector will inspect the sewage pump connection and pressure sewer pipe prior to backfill.
9. The Building Department electrical subcode inspector will inspect the electrical connection for sewage pump installations, before any backfill of the electrical lines. No electrical subcode inspection is required for gravity sewer pipe connections.
10. In accordance with section 7:9A-12.8 of the N.J.A.C, the local plumbing inspector shall ensure the septic system is abandoned in accordance with the requirements of this section. The resident shall call the Building Department to schedule the plumbing inspection for septic tank abandonment a minimum of 7 days prior to the scheduled pump out and filling of the tank.

## SUBMIT SEPTIC TANK ABANDONMENT CERTIFICATION:

11. In accordance with Township Code § 615-10, the septic tank, seepage pit and/or cesspool shall be pumped out and filled with an inert material (“sand, gravel, stones or soil material”) as part of the connection to the public sewer. Certification shall be provided to the Health Department immediately following your connection to the public sewer.