

439 Main Street
Catskill, NY 12414
T: (518) 943-2381
F: (518) 943-5251

TO THE APPLICANT:

1. Please complete the **TOWN OF CATSKILL SEWER CONNECTION PERMIT** Application (*front side only*). Application **MUST** be signed & dated, fully completed with the Property Owner's & the Contractor's contact information, and indicate the street location to be serviced.
2. A Permit will **NOT** be issued without the Contractor's Insurance Forms attached. Please ask your Contractor or contact our office to see if they are on file with us and the policy is currently in effect. (*See the back side of this page for Insurance Requirements*).
3. Your Permit will be issued at the time you are here, if the above listed information & documents are submitted.
4. The Packet attached to the Permit Application needs to stay on site during construction for the Contractor & Inspector to fill out. Once the job is finished the Inspector will return the completed Packet to this office to be kept on file.

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Catskill, NY



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SEWER CONNECTION PERMIT CONTRACTOR INSURANCE REQUIREMENTS

The following proof of insurance must be submitted to the Town of Catskill before a Sewer Connection Permit will be granted:

* If **applicant** is the **Owner** of the 1, 2, 3, or 4 Family Owner-occupied Residence:

Is owner performing all the work? Yes _____ No _____
Is owner not compensating the individual performing the work? Yes _____ No _____
Is the owner paying individuals a total of less than 40 hours a week? Yes _____ No _____

If "YES" to one of the above questions, we require: A copy of **homeowner's policy** showing **General Liability** coverage and **Form BP-1** (This form is available at the Code Enforcement Office and online at the Town's website – www.townofcatskillny.gov):

If "NO" to all above questions, or the contractor performing the work is a **Business** or individual **General Contractor**, we require proof of **General Liability** coverage and one of the following proofs of **Workers' Compensation** and **Disability Insurance** (either A, B or C):

A. Affidavit of Exemption:

Form CE-200 _____ (This Form needs to be completed online www.wcb.ny.gov)

"A helpful step by step instruction sheet is available upon request at the Code Enforcement Office"

B. Certificates of Workers' Compensation Insurance and Disability Benefits Insurance:

(Workers' Comp) Form C-105.2 _____ or State Insurance Fund Form U-26.3 _____

AND

(Disability) Form DB-120.1 _____

C. Self-insured or participating in authorized self-insurance plan:

Form SI-12 _____ or Form GSI-105.2 _____

AND

Form DB-155 _____

ACORD forms are acceptable proof of General Liability Insurance but NOT acceptable proof of NY State Workers' Compensation Insurance or Disability Insurance coverage!

Name of individual / company
responsible for coordinating all work: _____

Permit # _____

Best available daytime phone
number: _____

Email: _____

TOWN OF CATSKILL SEWER CONNECTION PERMIT

APPLICATION MUST BE FULLY COMPLETED AND EXECUTED BY OWNER/APPLICANT

Owner: _____

Address: _____

Phone: _____ Email: _____

Applicant: _____

Address: _____

Phone: _____ Email: _____

Prime Contractor: _____

Address: _____

Phone: _____ Email: _____

Street Address of property to be serviced: _____

Tax Parcel ID (Section, Block & Lot): _____

Service per parcel: ☐ Single ☐ Multiple

Type of Service: ☐ Residential ☐ Commercial

If Residential: ☐ Single Family ☐ Multiple (List Number)

If Commercial: _____ Estimated gallons per day water use

Signature of Applicant: _____ Date: _____

Permit #: _____

FOR OFFICIAL USE ONLY

Issue Date: _____

Received by Town on (date): _____ Received by: _____

Date Connected: _____ (Completed Connection Log should be on file.)

- 1) Permit # Should be written on all pages where applicable
- 2) A copy of Page One (1) and Page Two (2) is to be retained by the Issuing Office
- 3) Full packet is to be provided to the applicant
- 4) Official Use Only portions must be completed by the Town's Inspector.
Applicant to provide the full packet to inspector at the time of inspection.
- 5) Owner/Applicant to file completed packet with the Town after connection is
certified by the Town's Representative.

SEWER CONNECTION

PROCEDURES AND SPECIFICATIONS

1. The property owner is responsible for running sewer line from the new sewer lateral stub located at or near the property line and connecting to the home or business.
2. Existing pipe between the home and the septic tank may be used provided it meets specifications is in good condition and free of leaks. See sanitary sewer connection diagram note 1.
3. Owners are also responsible for pumping out and properly decommissioning their tanks. Any reference to tanks shall include all septic tanks, drywells and seepage pits. See sanitary sewer connection diagram note 3.
4. Before digging, the installer must check for underground utilities by marking the area to be dug and calling 1-800-DIG-SAFELY or 811.
5. Contractor in conjunction with Property owner are responsible for locating and marking any underground pipes, wires or cables on their property; utilities generally mark only where service comes into the property.
6. Sewer services should be at least four feet deep if possible to prevent freezing. If ledge rock is shallow then depth can be reduced by installing insulation, with prior approval of the Inspector.
7. Piping used must be:
 - a. PVC or cast iron sewer pipe, SDR-35 or heavier, minimum 4-inch diameter with gasketed joints.
 - b. Glued pipe is not allowed.
 - c. Pipe should be placed in sand or stone and laid at a continuous pitch a minimum of 1/4-inch per foot (two-percent) downward towards the public sewer.
8. Notify the Town Inspector to arrange for inspection 24 hours prior to when the following milestones are met:
 - a. Lateral Pipe is installed in trench but prior to backfilling. Pipe connection to the building should not be connected.
 - b. After tanks are decommissioned and backfilled and connection to the building is made (Both location to be exposed for inspection). Owner/Applicant to provide proof of tank pump-out by a licensed septic hauler.
9. If inspection is successful, the inspector will provide approval to backfill, unless other factors prevent it. Compact soil, free of large rocks, around pipe and fill trench above grade to allow for settling.

Village of Catskill

Sewer Treatment Plant

Michael F. McGrath, Superintendent DPW

Patrick Nolan, Water/Wastewater Superintendent

Please contact the Superintendent to schedule for required Inspections

Office Hours

SUMMER HOURS. 6:00 AM to 2:30 PM

Monday-Friday, 7 AM - 3:30 PM

Contact Information

Village of Catskill DPW
101 West Bridge Street
Catskill, NY 12414
(518) 943-5505

PIPE TO D-BOX
AND LEACH FIELD
CUT & ABANDON

OLD SEPTIC TANK TO BE
DECOMMISSIONED (3)

HOUSE LATERAL
EXISTING PIPE (1)

HOME OR
BUSINESS

DISCONNECT ANY SUMP PUMPS AND ROOF
DRAINS BEFORE CONNECTING TO SEWER

PIPE ENDS SHALL NOT BE
CONNECTED UNTIL NEW PIPE IS
APPROVED BY THE TOWN (2)

NEW LATERAL PIPE BY OWNER NO BENDS GREATER
THAN 45°
4" MINIMUM SIZE,
PUSH-JOINT GASKETED PIPE
SDR-35 PVC OR HEAVIER
MIN. PITCH 1/4" PER FOOT

EXISTING 4" PVC
SEWER LATERAL
(KEEP SEALED UNTIL
FINAL CONNECTION)

TOWN SEWER 8" PVC

NOTES:

1. INSPECT HOUSE LATERAL AND REPLACE IF PIPE IS ORANGEBURG FIBER PIPE, THIN-WALLED PVC OR IF PIPE IS DAMAGED, DETERIORATED OR FLEXIBLE OR CLOGGED. THIN-WALL PVC PIPE IS A 4" PIPE WITH WALL <0.12" THICK OR 6" PIPE WITH WALL <0.18" THICK.
2. NEW PIPE SHALL BE LAID IN TRENCH ON SAND OR GRAVEL BEDDING MATERIAL AND FULLY ASSEMBLED. DO NOT PROVIDE CONNECTION TO BUILDING UNTIL AFTER THE PIPING IS INSPECTED BY THE TOWN'S REPRESENTATIVE.
3. TANKS SHALL BE THOROUGHLY PUMPED OUT AND CLEANED BY A NYS LICENSED WASTE HAULER. TANKS SHALL BE EITHER REMOVED, CRUSHED IN PLACE OR FILLED WITH SAND OR GRAVEL.
4. CLEANOUTS TO GRADE ARE REQUIRED:
 - AT THE OUTSIDE OF THE BUILDING.
 - FOR ALL BENDS IN PIPE 90° BENDS (2-45° BENDS) OR GREATER.
 - PIPE RUNS GREATER THAN 100' TOTAL (1 CLEANOUT EVERY 100')

SANITARY SEWER CONNECTION

TOWN OF CATSKILL,
GREENE COUNTY, NY

APRIL 2017

PERMIT MUST BE OBTAINED FROM THE TOWN OF
CATSKILL BEFORE COMMENCING ANY WORK.
CALL DIG-SAFE BEFORE DIGGING ANYTHING - DIAL 811

OFFICIAL USE ONLY

OWNER/NAME: _____

PERMIT # _____

STREET ADDRESS OF PROPERTY TO BE SERVED: _____

SEWER CONNECTION LOG

The following is to document the connection and its inspection of a new sanitary sewer.

Existing Line from House to Septic Tank – Condition: _____

Pipe Size (inches) _____ Type - Pipe (PVC/Iron/Other) _____ Approx. Length (ft) _____

Distance from sill to top of pipe _____

Septic tank Pumped: Company and/or Individuals Name: _____ Date _____

Septic Tank Abandoned: Date _____ Pipe Trench Backfilled: Date Inspected _____

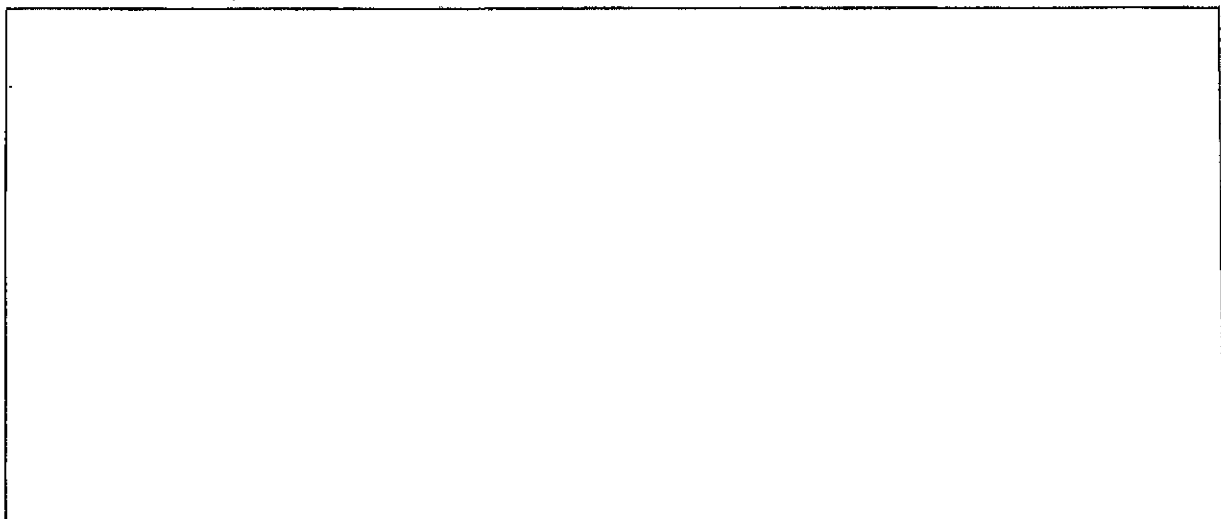
Interior Plumbing Inspection: Date Inspected _____

Inside Clean-Out (Y/N ____) Sump Pump/Roof Drain Connected (Y/N ____) House Trap (Y/N ____)

Final Connection to Sewer Main Date: _____ Witnessed By: _____

Notes: _____

Sketch Installation; (Show house, street, clean out, service line with distances.)



Signature _____

Date _____

Print Name _____

Name of individual / company
responsible for coordinating all work: _____

Permit #: _____

Best available daytime phone number: _____

Email: _____

Certification Form

Owner's Information:

SBL #	
Property Address	
Owner's Name	
Owner's Mailing Address	
Owner's Daytime Phone #	
Contractor's Name	
Contractor's Daytime Phone #	
Contractor's Estimate	
Size of pipe installed	
Total footage installed	

CONTACT THE TOWN AT 943-2141 ext. 4 TO SCHEDULE AN INSPECTION PRIOR TO
BACKFILLING.

To be filled out by the Town Representative:

1. Materials

- a. _____ PVC SDR 26
- b. _____ PVC SDR 35
- c. _____ Push-on joints (SDR 26/35)
- d. _____ Flexible Couplings
- e. _____ PVC Fittings (bends, plugs, etc.)

2. Design

- a. _____ Bedding – clear of rocks greater than 2", deleterious material and well graded
- b. _____ Clean-Outs – required any turns greater than or equal 90° (2-45 degree bends), one directly outside the building, pipe runs over 100' long.
- c. _____ Slope greater than or equal to 2%
- d. _____ No single bends > 45°

3. Plumbing

- a. _____ Existing pipe material and condition acceptable
b. _____ No sump connection
c. _____ No roof leader connection

4. Existing Septic System Decommissioning

- a. _____ All tanks cleaned and septage removed by licensed waste hauler
b. _____ Connection to existing tanks plugged or capped on both sides of the tanks
c. _____ Existing pipe at building connection plugged or capped
d. _____ All tanks filled with clean sand or gravel or totally removed
e. _____ Receipt received from licensed septage hauler

Notes:

I hereby certify that the lateral was constructed and installed as per the
Town of Catskill Sewer Use Law;

Owner/Owner's Rep Signature

Printed Name

Date

Town's Rep Signature

Printed Name

Date