

GUIDELINES FOR APPLICATION FOR TEMPORARY SEWER CONNECTION FOR CONSTRUCTION TRAILERS TO THE DEPARTMENT OF ENVIRONMENTAL PROTECTION

1. A Professional Engineer/Registered Architect submits a sketch (stamped and signed) to the Department of Environmental Protection (DEP), Division of Permitting and Connections, 59-17 Junction Blvd, 3rd Floor, Low Rise, Corona, New York, N.Y. 11368.

The following is to be included in the submission: Copy of the Contract/Award letter issued by the Agency who uses the trailer, estimate of quantity of discharge; duration of project; location size and type of connections, invert elevations at the nearest manholes and at the point of connection; distances from the nearest manhole; etc.

2. A Licensed Plumber then submits an application for a Sewer Connection Permit to the appropriate Local office of the Bureau of Water and Sewer Operations.
3. A Department of Transportation (DOT) Street Opening Permit has to be obtained subsequent to the approval of the permit.
4. A DEP Sewer Connection Permit is issued at the appropriate Bureau of Customer Services (BCS) Borough office. The charge for a Sewer Connection Permit, as established by the New York City Water Board, should be paid to BCS.
5. An appointment for a field inspection should be scheduled by the Licensed Plumber at least 24 hours in advance by calling the House Connection Unit.
6. At the conclusion of the Construction period, a Licensed Plumber must obtain a DEP Plug Permit to terminate the sewer Connection. All work performed in conjunction with a Plug Permit must be inspected by a DEP Inspector as per the Department of Environmental Protection's Rules and Regulations. A permit fee for the plug, as established by the New York City Water Board, is to be paid to BCS.
7. The construction trailer has to be located in the street area outside the owner's property (meaning, sidewalk or roadway).