

Taylor Regional Sewer District Sewer Connection Planning Checklist

1. Preliminary Planning

- ☐ Confirm that the property is within the Taylor RSD service area. [Ref: Ordinance Art. II, Sec. 2.04]
- ☐ Determine if a public sanitary sewer main is located within 300 feet of the property. [Ref: Ordinance Sec. 2.04]
- ☐ Review property elevation and route to assess the feasibility of gravity flow from the building drain to the required grinder pump station vs. need for a sewage pump. [Ref: Standards Sec. 4.1]
- ☐ Identify nearby potable water wells and verify 50' minimum separation. [Ref: Standards Sec. 3.1(B)]

2. Permit Application and Required Documentation

- ☐ Complete the Application for Sewer Connection Permit. [Ref: Standards Sec. 1.2]
- ☐ Submit recorded private sewer easement if applicable. [Ref: Standards Sec. 1.2]
- ☐ Provide Certificate of Insurance. [Ref: Standards Sec. 2.1]
- ☐ Provide a \$10,000 permit bond if using a contractor. [Ref: Standards Sec. 2.2]
- ☐ Submit all documents to District for review and approval. [Ref: Standards Sec. 1.3]
- ☐ Make acceptable payment for all connection fees (e.g. capacity, permit, inspection, etc.) to the District to receive a final, issued permit.

3. Design and Construction Planning

- ☐ Design sewer layout including pipe routing, cleanouts, and tracer wire. [Ref: Standards Sec. 4.1]
- ☐ Verify material specifications for gravity and pressure laterals. [Ref: Standards Sec. 3.1(A,C)]
- ☐ Design for cleanout placement at required intervals and changes in direction. [Ref: Standards Sec. 4.1]
- ☐ Plan bedding and backfill per INDOT material specs. [Ref: Standards Sec. 4.1]
- ☐ Plan grinder pump station location and electrical needs. [Ref: Standards Sec. 4.2; Ordinance Sec. 4.04-4.05]
- ☐ Prepare septic abandonment plan. [Ref: Standards Sec. 4.3]

4. Pre-Construction Coordination

- ☐ Confirm grinder pump station availability if applicable with District. [Ref: Standards Sec. 4.1]
- ☐ Call 811 for utility locates before digging.
- ☐ Coordinate licensed plumber for indoor plumbing changes (if required). [Ref: Standards Sec. 4.1]
- ☐ Obtain electrical permit from local agency. [Ref: Standards Sec. 2.3]

5. Installation

- ☐ Install all piping with correct slope and alignment. [Ref: Standards Sec. 4.1]
- ☐ Install tracer wire along pipe route. [Ref: Standards Sec. 4.1]
- ☐ Install required cleanouts and ensure accessibility. [Ref: Standards Sec. 4.1]
- ☐ Protect trench from groundwater and rain infiltration. [Ref: Standards Sec. 4.1]
- ☐ Ensure all prohibited connections (e.g., sump pumps, stormwater) are avoided. [Ref: Ordinance Sec. 4.08, 5.01; Standards Sec. 4.1]
- ☐ Notify District at least 48-hours in advance for inspection. [Ref: Standards Sec. 1.3, 5]

6. Final Inspection and Documentation

- ☐ Pass final inspection before backfilling. [Ref: Standards Sec. 5; Ordinance Sec. 4.10]
- ☐ Submit septic abandonment documentation. [Ref: Standards Sec. 4.3]
- ☐ Billing begins upon final approval. [Ref: Standards Sec. 1.3]

7. Long-Term Maintenance

- ☐ Maintain access to cleanouts and tracer wire endpoints. [Ref: Standards Sec. 4.1]
- ☐ Ensure proper grinder pump function (calling District maintenance as needed) and electrical integrity. [Ref: Standards Sec. 4.2]
- ☐ Prevent prohibited discharges into the sanitary system. [Ref: Ordinance Art. V, Sec. 5.01]
- ☐ If food service/commercial, maintain FOG control equipment and reporting per ordinance. [Ref: Ordinance Art. VI & VII; Standards Sec. 4.1]