SEPTIC TANK TO SANITARY SEWER CONVERSION
GUIDELINES

AT THE CITY OF RICHMOND HEIGHTS (216) 383-6312

1. COMPLETE THE SEWER CONVERSION PERMIT INCLUDING AREAS CONCERNED WITH THE LOCATION OF THE BUILDING DRAIN AND BASEMENT FIXTURES. THE CONTRACTOR AND THE PROPERTY OWNER MUST SIGN THE APPLICATION.

2. TWO (2) COPIES OF A SITE PLAN SHALL BE SUBMITTED FOR REVIEW IDENTIFYING THE FOLLOWING:
   a. location of the septic tank
   b. the direction and location of proposed tie-in into the public main from the building
   c. type, size and diameter of pipe
   d. type and amount of backfill and bedding
   e. location of cleanouts

3. SCHEDULE AN APPOINTMENT WITH THE BUILDING DEPARTMENT TO INSPECT THE BASEMENT FOR COMPLIANCY WITH THE SUBMITTED APPLICATION AND SITE PLAN. THIS WILL DETERMINE WHETHER WORK IN THE INTERIOR OF THE BUILDING IS REQUIRED. IF SO TWO (2) COPIES OF A PLAN DETAILING THE SCOPE OF WORK SHALL BE SUBMITTED FOR REVIEW. IF TESTING IS DETERMINED NECESSARY BY THE BUILDING COMMISSIONER, IT WILL BE AT THE COST OF THE APPLICANT.

AT THE CUYAHOGA COUNTY SANITARY ENGINEERS’ OFFICE (216) 443-8210

1. SUBMIT THE PLAN AS REVIEWED BY THE CITY TO THE CUYAHOGA COUNTY SANITARY ENGINEER’S OFFICE FOR REVIEW TO OBTAIN A CONNECTION PERMIT.

AT THE CUYAHOGA COUNTY BOARD OF HEALTH (216) 201-2000

1. OBTAIN A HOUSEHOLD SEWAGE SYSTEM ABANDONMENT PERMIT.

AT THE CITY OF RICHMOND HEIGHTS

1. SUBMIT THE CONNECTION PERMIT AND THE APPROVED PLAN FROM THE CUYAHOGA COUNTY SANITARY ENGINEER’S OFFICE AND THE HOUSEHOLD SEWAGE SYSTEM ABANDONMENT PERMIT FROM THE CUYAHOGA COUNTY BOARD OF HEALTH.

2. OBTAIN A SEWER CONVERSION PERMIT (NO CHARGE)

3. PROVIDE FOR INSPECTION OF THE INTERIOR WORK BEFORE COVERING AND PROVIDE FOR INSPECTION OF THE LATERAL FROM THE SEPTIC TANK TO THE FOUNDATION WALL BEFORE BACKFILL.
SAMPLE SKETCH

PROPERTY OWNER:  
ADDRESS:  
PHONE NO.:  

CONTRACTOR:  
ADDRESS:  
PHONE NO.:  

A STATEMENT INDICATING THAT THE SANITARY AND STORM SEWER SYSTEMS ARE OR SHALL BE SEPARATED SHALL BE INCLUDED ON THE SKETCH.