



# TOWN OF SENECA FALLS

Office of Water & Sewer  
130 Ovid Street, Seneca Falls, New York 13148  
315-568-6211  
[www.senecafalls.com](http://www.senecafalls.com)

## WATER/SEWER REPAIR PERMIT APPLICATION

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### WATER / SEWER REPAIR TYPE

(Check All Applicable)

House Trap  Water Service  Sewer Lateral  Other (Explain) \_\_\_\_\_

### PROJECT DETAILS

Will repairs involve digging in the road or sidewalk?  YES\*  NO (\*If yes, an Excavation Permit is also required)

Street Address: \_\_\_\_\_ Start Date of Project: \_\_\_\_\_

### WORK WILL BE DONE BY:

If Contractor is completing the work, a Certificate of Insurance is **REQUIRED**

Owner/Contractor's Name: \_\_\_\_\_  
First Last

Business Name (If applicable): \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ E-mail: \_\_\_\_\_

### DISCLOSURE

The Undersigned hereby agrees that no excavations will be backfilled until the superintendent, foreman, or any authorized representative of said town as inspected and approved the same. All work done to the water/sewer system is to be inspected by the Seneca Falls Water & Sewer department between the hours of 7:00 a.m. – 2:30 p.m. Any work done after business hours, weekends or holidays needs to be inspected before backfilling. The homeowner/contractor will be billed a minimum of 3 hours for each call-out (after hours) for inspection. **Remit completed applications to the Water & Sewer department, 130 Ovid Street, or by e-mail to the Superintendent at: [jtullo@senecafalls.com](mailto:jtullo@senecafalls.com). An appointment must be scheduled 24 hours in advance through the Superintendent of Water & Sewer at 315-246-3231 or e-mail.**

### CERTIFICATE OF INSURANCE: To Be Completed by Owner or Contractor

Check Applicable Box

Pursuant to Section 57 of the Workers' Compensation Law and Section 220, Subdivision 8 of the Disability Benefits Law, employers of labor must submit with this application proof of such coverage. A permit cannot be issued without attaching said Certificate of Insurance.

I Hereby Certify that I Do Not Need Workers' Compensation Insurance, because I am an Individual Owner or Partner with No Employees and Not a Corporation.

\_\_\_\_\_  
Signature of Contractor or Property Owner Date

### FOR OFFICE USE ONLY

Customer Account #: \_\_\_\_\_

Application Accepted By: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Inspected By: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Photos Taken:  Yes  No

Comments: \_\_\_\_\_



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### WATER SERVICE REQUIREMENTS FOR SENECA FALLS

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1. The pipe to be installed is to be ¾" or 1" K copper, CTS PVC, or Municipex to be approved by the Seneca Falls Water Department.
2. If CTS PVC is installed, it is to be bedded & covered with sand and have a trace wire run alongside the pipe.
3. All water fittings before the meter will be brass with either flared or compression style nuts intended for in ground use.
4. There will be no fittings between the curb stop and the water meter. This means that there has to be a solid length of pipe between the curb stop and water meter unless approved by the Water Department.
5. The meter will be installed in a horizontal position with a shut-off valve before and after the meter closes to the front wall as possible.
6. There will be NO "sweat" style, steel or PVC fittings before the water meter, only compression type or flare type fittings.
7. The water service is to be buried at a depth of 4'6" to the top of the pipe.
8. NO ONE is to operate the curb stop except for the Town of Seneca Falls Water Department Personnel.
9. All work done to the water system is to be inspected by the Seneca Falls Water Department between the hours of 7:00 a.m. – 2:30 p.m. Any work done on weekends/after business hours/or on holidays will still need to be inspected before backfilling. The homeowner/contractor will be billed a minimum of 3 hours for EACH call-out (after hours) for inspection. **An Appointment Must Be Scheduled 24 Hours In Advance with the Superintendent of Water & Sewer by Calling: 315-246-3231 or E-Mail: [jtullo@senecafalls.com](mailto:jtullo@senecafalls.com).**
10. Water Service will NOT be restored unless all work has been inspected by the Town of Seneca Falls Water Department.



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## WATER/SEWER REPAIR PERMIT APPLICATION

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### SEWER SERVICE REQUIREMENTS FOR SENECA FALLS

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1. All repairs/changes to any existing sewer lateral must be approved and inspected by the Town of Seneca Falls Sewer Department
2. All new installations of sewer laterals connecting to the public sewer system of the Town of Seneca Falls must be approved and inspected by the Town of Seneca Falls Sewer Department.
3. Before work can commence on any sewer project in the Town of Seneca Falls, a sewer repair permit must be filled out and returned to the office of the Water & Sewer Department at 130 Ovid Street, Seneca Falls, NY.
4. If the sewer project involves working in the Town's right-of-way, a separate road or sidewalk, an excavation permit must be obtained at the Water & Sewer department before work can commence.
5. Any sewer service to a new property must be installed at a minimum of 10' away from the water service to the property.
6. The minimum size for any sewer lateral will be 4". The sewer pipe to be installed must be SDR 35 grade pipe with rubber gasket joints.
7. The sewer pipe must be bedded and buried with #1 stone, sand or stone dust for the entire length of the pipe.
8. If tapping into an existing sanitary sewer main, a "WYE" type tapping saddle must be used and installed at a 45 degree angle. A 45 degree bend will be installed at the "WYE" so the sewer service will run at a 90 degree angle to the sewer main.
9. With the exception of the 45 degree bend connected to the "WYE" tapping saddle, there will be NO more bends in the sewer pipe between the sewer clean-out at the property line and the sewer main without the approval of the Seneca Falls Sewer Department.
10. Cement will be installed around the tapping saddle to seal the saddle to the main AFTER the sewer inspection has been completed by the Town personnel.
11. If the sewer is in the roadway, the road must be filled and compacted with ROC gravel and black-topped. THE SEWER PIPE MUST STILL BE BEDDED AND BURIED WITH CLEAN #1 STONE, SAND, OR STONE DUST, NO EXCEPTIONS! ROC is NOT acceptable for bedding of pipe unless approved by the Sewer Department. The repairs to the roadway must be inspected and approved by the Town of Seneca Falls Highway Department.
12. A "clean-out" must be installed at the edge of the Town right-of-way. A cast iron cover must be installed over the clean-out with a poured cement pad around it. The Town of Seneca Falls will then assume responsibility for the new sewer service so long as ALL codes are met and the Town has inspected the sewer installation and accepted the work.
13. All work done to the sewer system is to be inspected by the Town of Seneca Falls Water & Sewer Department between the hours of 7:00 a.m. - 2:30 p.m. Any work done on weekends/after business hours/or on holidays will still need to be inspected before backfilling. The homeowner/contractor will be billed a minimum of three (3) hours for EACH call-out (after hours) for inspection. **An Appointment Must Be Scheduled 24 Hours In Advance with the Superintendent of Water & Sewer by Calling: 315-246-3231 or E-Mail: [jtullo@senecafalls.com](mailto:jtullo@senecafalls.com).**