

APPENDIX A

Sewer and Water Service Connection Procedures

City of Winlock

Sewer Service Connection Procedure 2020

- A. Compliance:** Side sewers are regulated per the Uniform Plumbing Code (UPC) as adopted by the State and the City of Winlock and a permit is required prior to commencing regulated activity repairs, replacement, or installation of new sanitary side sewers. The UPC regulated portion is for the building sewer from the building line to the property line. Contact the community development department at City hall to initiate process. The water and sewer department will be notified and will supervise the work done from the main sewer line to the property line. City design standards apply in the right-of-way and at the tap to the main sewer line and back to the property line where the side sewer will connect to the system. Once the City has collected the connection fees the contractor/homeowner shall hire a licensed contractor to tap into the sewer main and install the sewer connection as described in drawing 5.7 option 1 or option 2 of the guidelines. This must be coordinated with the water and sewer department prior to any work being started. **This work must be performed, and costs covered, by the contractor under the direct supervision of the city. There must be five (5) days minimum notice required for any water/sewer service shutdowns/or construction work.**
- B. Application for permit:** A side sewer permit is required to be posted prior to commencing regulated activity. Emergency repairs will be handled on a case-by-case basis. Application to perform repair work and notification of City staff is still required. The City will need a minimum of 24 advanced notice for a service assistance or inspection. For new work or rerouting of existing lines, a detailed, dimensioned sketch of the proposed work must accompany the application. Show location of pipe run with respect to building outlines, property lines, water lines or other buried utilities. Also include bends and cleanouts.
- C. Acceptable materials:** All piping, fittings and accessories shall be approved and bear the IAPMO logo. Pipe sizing shall be according to code and piping shall not be less 4" in diameter for all side sewers and 6" from the main sewer line to the property line (see drawing 5-7) Pipe shall be ABS schedule 40 sewer grade or PVC ASTM-3034. Other approved pipe shall also bear the IAPMO logo such as cast iron soil pipe. When using bell end pipe, lay bell end of pipe facing the building. Do not mix materials. Transitions between existing and new pipe, use proper clamp type fittings or adapters meant for that purpose.
- D. Grade of Sewer:** Pipe should run at a uniform slope of ¼ inch per foot (2%). For slopes down to 1/8 per foot or terrain problems, contact the building inspector for permission. Changes in direction shall utilize proper drainage fittings including wide sweep drainage fittings, wyes, and 45-degree bends or combos.
- E. Embedment:** Minimum depth of cover shall not be less than 12" from finish grade to top of the pipe. Bedding material should be sand. Water and sewer line in the same trench. Water line must be a minimum of 12" above the top of the sewer connection and offset a minimum of 12" from the sewer line. Avoid sharp rocks and backfill with approved material.
- F. Cleanouts:** The cleanout at the property line off the main sewer line connection will be a 6" double tee cleanout (see drawing 5-7). A cleanout shall be provided at the building line and additionally, every 100-feet of run, every change in aggregate horizontal direction exceeding 135 degrees and at the property line. The cleanouts shall be brought to grade and flow in the direction of the sewer.

G. Inspection requirements: All piping is subject to inspection and testing prior to covering. The piping under test needs to be isolated (use air plugs). Place pipe under test, check for leaks, repair if necessary, and retest. Either the 10’ head method or the 5-PSI air test is permissible; test duration, 15 minutes. **Piping shall be under test at time of inspection.** Schedule inspection a minimum of 24 hours in advance by calling City hall at 360-785-3811 or Rodney Cecil, Water and Sewer Superintendent, at 360-520-5589

Contact numbers:

Water and Sewer Superintendent, Rodney Cecil	360-520-5589
Community Development, Robert Webster.....	360-520-5028
City Hall.....	360-785-3811

If you require a copy of the design guidelines in full contact City Hall.

City of Winlock

Water Service Connection Procedure 2020

- A. Compliance:** Building water supply piping is regulated per the Uniform Plumbing Code (UPC), as adopted by the State and City, and a permit is required prior to commencing regulated activity which can include waterline repair, replacement, or installation of a new water service. The UPC regulated portion is for the piping connecting the building to the City water main. **You must contact the Community Development department at City hall to initiate process.** The water and sewer department will be notified and will supervise the work done from the main line to the property line. City design standards apply in the right-of-way and at the tap to the main and back to the meter location including Corporation stop, meter setter, meter, shut off valve and vault. **Once the City has collected the connection fees the contractor/homeowner shall hire a licensed contractor to tap the main and install the meter, meter box, shutoff valve and setter** per drawing 4.1 and/or 4.2. **In the event the service connection is one inch (1”) or larger the cost of the meter, setter, meter box, and shutoff must be covered by the contractor.** This must be coordinated with the water and sewer department prior to any work being started. **There must be five (5) days minimum notice required for any water service shutdowns/ or construction work.** Notice must be given 24 hours in advance of any water service interruption to each resident that the interruption effects. **The City will provide the meter, setter, shutoff valve, and the box.**
- B. Application for permit:** A permit is required to be posted prior to commencing regulated activity. Emergency repairs will be handled on a case-by-case basis. Application to perform repair work and notification of City staff is still required. For new work or rerouting of existing lines, a detailed, dimensioned sketch of the proposed work shall accompany the application. Show location of pipe run with respect to building outlines, property lines, sewer lines or other buried utilities.
- C. Acceptable materials:** All piping, fittings and accessories shall be approved and bear the IAPMO logo. Service and meter sizing shall be according to code and piping shall not be less than ¾ in diameter. Pipe shall be one of those approved for yard service in the UPC including PVC schedule 40 ASTM D 1785-93 and PE ASTM D 2239, 160 psi. HDPE pipe with barbed fittings shall have two clamps at each pipe and staggered. Transitional fitting shall be of an approved type. When connecting from the main line to the service connections the City prefers the use of # 200 Poly pipe up to 2”. IPS SIDR 7
- D. Shutoff Valve:** An approved full way shutoff valve shall be located just prior to the setter on the City side of the meter. This shutoff must be assessable. The property owner shall also have a shutoff located on his building line assessable but protected from freezing. No branching shall occur until inside the building line beyond the shutoff valve. Branches to outside the building line shall be protected against backflow. Approved backflow prevention devices shall be employed to protect the water supply such as vacuum breaker type hose bibs. In the event of underground sprinkler systems, or other high-risk situations, an approved backflow assembly must be installed and tested, and then tested every year thereafter.
- E. Embedment:** Minimum depth of cover shall not be less than 12” from finish grade to top of the pipe. Bedding material should be sand. Water and sewer line in the same trench. Water line must be a minimum of 12” above the top of the sewer connection and offset a minimum of 12” from the sewer line.

F. Inspection requirements: All piping is subject to inspection and testing prior to covering. For lines over 2” a pressure test and bacteria test must be completed before line is connected to the water system.

Contact numbers:

Water and Sewer Superintendent, Rodney Cecil360-520-5589
Community Development, Robert Webster..... 360-520-5028
City Hall.....360-785-3811