

PERMIT TO CONNECT TO PUBLIC UTILITY



Department of Public Works
100 Stone Quarry Drive
Durham, New Hampshire 03824
PHONE: 603-868-5578

FOR OFFICE USE ONLY:

Permit No. _____
Acceptance Date _____
Fees Paid \$ _____ Date _____
Date of Permit to Connect _____
Date of Final Approval _____

Pursuant to the provisions of the Durham Water and Sewer Ordinances, anyone wishing to modify, replace, or connect to any part of the Town's utility systems use for conveyance of water or wastewater within the Town of Durham cannot do so without satisfying the conditions outline herein and obtaining a Water and Sewer Connection Permit issued by the Durham Department of Public Works. Applications are accepted and dated as such only when fully complete with all required attachments and information. An incomplete package will be returned without review. Utility connections are permitted only after all applicable plans are reviewed and approved, all fees are paid in full, and issuance of a Conditional Permit to Proceed from the Department of Public Works (DPW). **See attached fee schedule for water and sewer connection fees.** Final approval may be granted only upon submittal of all applicable documents, approved record drawings, and satisfaction of warranty period. This permit application is automatically deemed null and void if all conditions are not met within 1 year of the permit to connect. The Town reserves the right to terminate utility service is any condition described herein or in the Durham Town Code are violated.

Please check where applicability:

Sewer System _____ Water System _____ New Service _____ Modification _____ Increase _____
Single Family Dwelling _____ Multi-Dwelling Unit _____ Commercial _____ Industrial _____

1 – PROJECT/OWNER INFORMATION

Project/Parcel Owners Name _____ Tax Map and Lot # _____
Project Address or Location _____
Owner's Mailing Address _____
Telephone Number _____ E-Mail Address _____
Project Description _____

2 – APPLICANT (PERMITTEE) INFORMATION

Name of Applicant/Owner's Authorized Agent (if different from Owner) _____
Name of Agent's Firm _____ Address _____
Name of Contractor (if different from Agent) _____
Agent's Mailing Address _____
Telephone Number _____ E-Mail Address _____

3 – DOCUMENT CHECK LIST

_____ **Design Drawings** – Submit detailed Construction Plans prepared by a New Hampshire Licensed Professional Engineer. Construction Plans shall include an scaled surveyed site plan showing, site local, benchmarks, structures, piping, manholes, roadways and driveways, surface drainage features (*where applicable*), sidewalks, curbing, and locations of all utility connections. Construction Plans shall include detailed schematics with accurate dimensions of main and service connection piping, elevations of stubs or laterals, locations and elevations of all changes in direction and slope, manholes rim elevations, invert elevations and structure numbers. In addition, the size, material, location, and elevation of all underground utilities encountered during construction shall be indicated on the Construction Plans. Requests to waive some of the above may be considered for

single family dwellings. Construction plans submitted for subdivisions, commercial, multi-dwelling units, and sewer and water extensions, shall be prior approved by the Durham Planning Board.

_____ **Estimate of Use** – Submit a calculation prepared by a New Hampshire Licensed Professional Engineer (excepting individual single family dwellings) describing the estimated peak and average daily, and average annual use (demand or discharge). **See attached fee schedule for water and sewer connection fees.**

_____ **Record Drawings** – Submit a full set of Record Drawings (Construction Plans updated with correct as-built information) (excepting individual single family dwellings) showing the final location of all utilities including physical and ties with dimensions to locations of utility connections and structures (*where applicable*). All Record Drawings shall be prepared, signed and sealed by a New Hampshire Licensed Professional Engineer or Surveyor.

ISSUANCE OF PERMIT TO CONNECT: The Department of Public Works will conduct a site inspection and issue a **Permit to Connect** when all fees are paid in full. **The applicant is required to notify DPW at least 48 hours prior to constructing the connection to schedule inspections by the applicable Division.**

The signature of the below owner/agent certifies that the property owner(s) have read this entire document, and understands and agrees to adhere to all requirements and conditions defined herein:

Signature of Property Owner or Authorized Agent

----- **FOR OFFICE USE ONLY** -----

CONFORMANCE INSPECTION:

The Site/Connection was inspected on _____ and _____ meets _____ does not meet conditions as set forth above. INSPECTED BY: _____

Conditions not met which require conformance for final approval: _____

SECOND INSPECTION (If necessary) BY: _____ Date _____

Conditions not met which require conformance for final approval: _____

THIRD INSPECTION (If necessary) BY: _____ Date _____

Conditions not met which require conformance for final approval: _____

FINAL INSPECTION (prior to issuance of Final Completion Certificate) BY: _____

Date _____