
ITEM 1105 - WATER SERVICE CONNECTIONS

Section 1105.01 Specifications, Standard Drawings And Design Criteria

The latest revision of the Standard Specifications Of The Portage County Sanitary Engineering Department, including Standard Drawings, Supplemental Specifications and Special Conditions contained herein shall govern the work and are hereby made a part of these Rules And Regulations with the same effect as if the same had been set forth at length in these Rules And Regulations.

Section 1105.02 Registered Water Contractor Required

Refer to Item 1302 – Contractor Registration.

Section 1105.03 Water Connection Permit

No connection with any water main or repair or removal thereof, shall be made without a permit from the Sanitary Engineer.

A fee will be charged for any such permit to cover the costs of issuance and inspection. This fee may be changed as necessary by the Board Of County Commissioners. The Water Contractor or the Owner shall make application for each permit.

Applications for permits shall be made on the prescribed form and signed by the property owner or his duly authorized agent agreeing to comply with the Rules And Regulations of the Sanitary Engineer and to be responsible for the payment of all bills for water used on said premises. Applications must state the correct lot and street number of the premises.

The Sanitary Engineer may require applications to include accurate plans showing the location and character of the work to be done, including material and construction specifications.

Any misrepresentation in such applications shall constitute sufficient ground for revocation of the applicant's registration and any permits issued.

Permits shall be kept on the job at all times while work is in progress. A permit issued for work in connection with existing buildings shall become void if the work covered under it is not completed and approved within six (6) months of issuance. Permits issued for work in connection with new construction shall become void if the work covered under it is not

completed and approved within one (1) year. Permits issued for new construction shall be reviewed annually. The permit fee shall not be refunded under any circumstances.

A separate permit shall be issued for each water connection.

Section 1105.04 Building Construction Water Permits

There shall be a minimum charge of \$10.00 for a permit for water to be issued for any construction project. A water meter shall be installed for any construction project with an estimated cost of \$100,000.00 or more and the Sanitary Engineer will bill for all water used at the rates in effect. Said water meter shall be installed in a suitable protective housing or vault and all costs for said meter and installation shall be paid by the person or persons making application for water service.

Specifications of the Portage County Sanitary Engineer shall apply to any construction and the Sanitary Engineer shall be authorized to prepare the necessary forms and documents and procedures to implement these regulations including establishing time limits for renewal of building construction water permits.

A building construction water permit is intended to provide a temporary supply of water for the construction uses only. The Sanitary Engineer may require installation of a water meter and begin billing for water used when the building is sufficiently completed to provide protection of the water meter or if the water is being used for purposes other than construction.

The Sanitary Engineer may turn off the water to protect the water service line from freezing.

Section 1105.05 Water Connection Charges

Any required connection charges or tap-in fees shall be paid in full before a water permit application is approved or a water permit is issued. The amount of such water connection charges shall be determined by resolution of the Board Of County Commissioners.

The amount of such connection charge shall not be less than the amount assessed for similar properties and shall be in addition to any permit fees or other fees required.

Section 1105.06 Special Conditions And Special Permits

In some areas Portage County may obtain a portion of its water supply from other entities by contract. Special conditions and possibly special permits may be required from such entities in accordance with the contract requirements. Where such special conditions exist, the applicant will be advised accordingly when application is made for a Water Connection Permit.

Such special permits may be obtained after the connection permit is issued by the Sanitary Engineer, but prior to the time that construction is started on the building connection.

Section 1105.07 Road Crossing Permit

Before receiving a permit for any work requiring excavation in any street or highway right-of-way, the person desiring to make such excavation shall obtain from the proper authority the required permit for such work and shall agree to comply with all the requirements of the issuing agency.

Section 1105.08 Payment For Service Connections

All water service connections and service pipes located in a street right-of-way or easement shall be installed by the Sanitary Engineer or his authorized agent at the expense of the party ordering the same.

Such extension shall be installed at the street right-of-way line but not less than 2 feet behind the curb lines. Such installation shall include the corporation stop, curb box and valve for same. The expense of such installations shall be as determined by the Sanitary Engineer and shall be collected by the Sanitary Engineer before making the installation.

Section 1105.09 Extension Of Service Connections

No water service connections shall be extended from the curb box or valve at the curb, to a building, until a permit for such extension and the setting of a meter thereon has been issued by the Sanitary Engineer along with a permit for water to be used for construction purposes.

Said permit will be issued only upon written application made to the Sanitary Engineer with a building permit issued by the municipality. Where no building is to be constructed on property to be supplied with water, a meter shall be installed in a vault as hereinafter provided.

The extension of a water service connection from the curb box or valve at or near the curb shall be at the expense of the owner and the pipe must be left uncovered in the trench until it has been tested and inspected by the Sanitary Engineer. The water shall not be turned on until the pipe has been inspected and approved. If a water service connection is made into a house or commercial building for which the plumbing has not been completed, the water service connection shall be turned off at the curb box by the Sanitary Engineer upon completion of the inspection.

Section 1105.10 Individual Water Connections

A separate and individual water connection shall be made to each single family residential building, each single family residential unit of a condominium, each unit of a duplex or triplex, etc. and each single service unit of a commercial structure.

The Sanitary Engineer shall determine what units can be considered as single service units and single family residential units for water supplied to structures such as shopping centers, connected apartment buildings, some condominiums and other structures which are of such connection that they can be sold as units, for the purpose of enforcing one connection per single service unit or single family residential unit.

No connection shall serve more than one building without written permission by the Sanitary Engineer.

Structures such as shopping centers, apartment buildings, some condominiums, industrial installations and other structures of such construction that they cannot be sold as units shall have a separate and individual water connection per building.

No connection shall serve more than one single family residential building or more than one building unless specific authority is given by the Sanitary Engineer. Such variance from the above stated rules shall only be considered where it is impossible to meet the above rules for specific reasons.

An individual permit shall be issued for each water connection.

Section 1105.11 Determination Of Water Connection Material

The Sanitary Engineer shall allow or disallow the use of any materials for water service connection or water mains in accordance with the design criteria and specifications of the Portage County Sanitary Engineering Department and he shall have the authority to make a change in material authorized for use in systems under his jurisdiction at any time.

The extension of any service connection 1 inch or less in nominal diameter from the stop clock or valve at the curb to the building shall be made with copper pipe and the extension of service connection larger than 1 inch in diameter in size shall be of copper or ductile iron.

Section 1105.12 Water Connection Locations

All water service connections shall be located at a minimum of:

- A. Ten feet from gas lines.
- B. Five feet from lot lines.
- C. Ten feet from sewer lines.
- D. Five feet from sewer laterals unless water line can be benched 2 feet above sewer in same trench maintaining 4 feet of cover over the water line.

Section 1105.13 Single Residence Connections

The water service connection for a single family residence shall be constructed of 3/4 inch copper tubing (Type K). Construction shall be made from one length of pipe.

The Sanitary Engineer may permit the use of a closure piece with a flared fitting when the connection is longer than the normal length copper pipe is manufactured.

All service lines shall have curb valves and boxes of approved pattern. Curb valves shall have curb box and not be installed less than 1 foot from the sidewalk.

Section 1105.14 Commercial, Industrial Or Multi-Family Connections

The building connection for a commercial, industrial or multi-family building shall be constructed of a size and type of material as determined by the Sanitary Engineer when an application and a plan for such connection has been submitted to the Sanitary Engineer and approved.

Section 1105.15 Service Connections For Fire Protection

The installation of fire extinguisher service connections to supply water to sprinkling system or private fire hydrants for fire extinguisher use only will be permitted when applications and plans for such services have been submitted to the Sanitary Engineer and approved.

The installation shall include a detector check with bypass meter. At the direction of the Sanitary Engineer, the installation shall be provided with a double check valve, backflow preventer and/or a full sized meter. Such meter and check valve installation shall be installed in a concrete meter vault with a cast iron cover and a drain to a storm sewer.

Water for such fire extinguisher purposes will be furnished at rates approved by the County Commissioners. The County Commissioners reserve the right to change the rates at any time.

When any premises has one or more fire service connections, each service shall be equipped with a check valve easily accessible so that the water can flow into premises but cannot flow out. Pipes intended for protection against fire shall not be tapped or used for the general water supply to any premises.

Section 1105.16 Connections To Mains

When it is necessary to install a "tap" on an existing water main, the installation shall be done only by a Registered Water Contractor, upon payment of the applicable fees.

No water mains shall be tapped for the purpose of making water service connections for the general supply of water to any premises, unless such mains shall be 16 inches or less in diameter. No connection will be permitted to any premises not abutting a street or an easement in which a water main is situated. No more than one building shall be supplied by one service connection.

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In supplying water to structures such as shopping centers, connected apartment buildings, some condominiums and other structures that are of such construction that they can be sold as units, the Sanitary Engineer shall determine what units can be considered a single service unit or single family residential unit for the purpose of enforcing one connection per single service unit or single family residential unit.

Section 1105.17 Inspection Required

All work performed shall be inspected by an authorized inspector representing the Sanitary Engineer. The Water Contractor shall schedule inspections at least 24 hours prior to commencing the work.

No connection shall be covered until the work has been inspected and approved in writing. The actual tapping of a connection into the water main shall be done only by the Portage County Sanitary Engineer or his authorized representative.

Water service connections shall be installed in strict accordance with the Specifications Of The Portage County Water Resources Department governing such work.

The Sanitary Engineer shall have the right to inspect all work at all times and all water service connections installed shall conform to the design criteria and Specifications Of The Portage County Water Resources Department.

The Sanitary Engineer shall have free access to all buildings to inspect fixtures therein connected with the water main. He shall investigate the water piping system of the building to determine that no other water supply, such as a well, cistern, etc., is connected to the water supply of the County.

The Water Contractor or property owner shall assist the Inspector of this investigation. The presence of a cross connection shall be reason for rejecting the entire building connection.

The Sanitary Engineer may act through a properly authorized representative in any duty prescribed in these Rules And Regulations.

Section 1105.18 Scheduling And Hours Of Inspection

No Inspector's services will be available unless proper scheduling or arrangements have been made with the office of the Sanitary Engineer at least 24 hours prior to the time of inspection requirements.

The regular hours of the Inspectors employed by the Sanitary Engineer are established under Section 1301.04.

Section 1105.19 Testing Connection

After the water main has been determined to be operable, the water service connection shall be connected to the curb valve at the curb box and extended into the building. At the time of inspection, the water shall be turned on to enable the Sanitary Engineer to inspect the pipe and any fittings, under pressure, to determine if the connection is leaking. Any leaks which appear shall be cause for rejection of the work.

Water lines shall be tested in accordance with the procedures described in Section 800 of the Standard Specifications.

Section 1105.20 Pavement Replacement

Water Contractors opening trenches and removing pavement for extension of water service connections or repair work specified under these Rules shall immediately remove all stone, brick, earth, concrete, macadam, sand or whatever other material that may have been excavated or penetrated and shall restore such pavement to traffic within 24 hours. Permanent pavement must be replaced within 30 days from the time of commencement of the work or within time limits specified within road opening permits.

All rubbish and excess material must be immediately removed from the site. The street, roadway, pavement, sidewalks or yard areas shall be immediately restored to their original condition. The installation and repair work done, including the work site, shall be maintained and repaired for a period of one year by the Water Contractor at his expense.

The Water Contractor after receiving notification in writing from the Sanitary Engineer of the necessity for making repairs for the above described work, shall at once perform the work described in such notification. Upon failure of the Water Contractor to do this work within a period of 96 hours after such notification, the Sanitary Engineer may cause such work to be done either by contract with any qualified person, without advertising, or by any other satisfactory method. The entire cost of said repair work shall be billed to the Water Contractor who shall be liable for and pay such bill at once.

Section 1105.21 Protection Of Structures

The presence of the Sanitary Engineer or his authorized inspector does not relieve the Water Contractor of his duty to protect any structures either above, below or at the surface of the ground. Should any damage arise due to the negligence of the Water Contractor, it shall be the duty of the Water Contractor to repair any such damage within a period of 96 hours.

The safety, welfare and health of the General Public will be considered in a case of an emergency. The Sanitary Engineer may order that repairs be made in a reduced period of time depending on the nature of the emergency.

Upon failure of the Water Contractor to complete the necessary repair work within the time specified by the Sanitary Engineer, the Sanitary Engineer may cause such damage to be repaired or the damaged property replaced either by contract with some capable person, without advertising or by such other arrangements as may be most convenient.

The entire cost of the work done shall be billed to the Water Contractor who shall be liable for and shall pay the same at once. Failure to make such repairs in the time allotted by the Sanitary Engineer or to pay the cost billed for such repairs shall be reason for revocation of the registration of the Water Contractor by the Sanitary Engineer.

Section 1105.22 Contractor Liability

The safety and convenience of the General Public and the residents along the street and the protection of persons, animals, vehicles and property shall be the legal responsibility and liability of the Water Contractor. The Contractor shall at all times so conduct his work as to assure the least possible obstruction to traffic. The Contractor shall at all times provide and maintain access to fire hydrants, gas valves and all utilities.

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In the event of the closure of any street, alley or private drive, the Contractor shall notify the occupants of all premises affected by such closure at least 24 hours in advance of closure.

The Water Contractor shall enclose each opening which he may make in the public streets, road or alley, with sufficient barriers and shall maintain warning lights at night. Braces shall be used to comply with all applicable State and Federal requirements.

The Contractor shall meet all the requirements of the Portage County Sanitary Engineering Department Rules And Regulations and attention is particularly directed to "The Specifications Of The Portage County Sanitary Engineering Department, Section 107 - Legal Relations And Responsibility To The Public".

The Contractor and surety shall save harmless Portage County and all its representatives or any participating railroad or railway company, from all suits, actions or claims of any character brought on account of any injuries or damage sustained by any persons or property in consequence of any neglect in safeguarding the work or through the use of unacceptable material in the construction of the improvement or on account of any act or omission, by the Contractor, or his agents and he shall pay any judgment obtained or growing out of any claim or suits.

Section 1105.23

Meters

Meters and remote registers shall be maintained on all water service connections in use and such meters shall be installed before delivery of water through such connections. All meters and registers located on service connection shall be installed by the Sanitary Engineer. Meters shall be located either in vaults or near the curb line or in a location determined to be satisfactory by the Sanitary Engineer. Meters will not be permitted to be installed in cold cellars or other inaccessible places. Meters shall read in cubic feet.

A water meter vault shall be installed to house the water meter serving mobile homes, other portable or mobile structures, structures providing inadequate protection of the service line or meter against freezing or structures where no acceptable and easily accessible meter location is available.

The expense of all meters and meter vaults constructed shall be borne by the owner at the rate established by the Sanitary Engineer.

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Existing meters and registers that do not meet the Specifications Of The Sanitary Engineer shall be repaired or replaced by the Sanitary Engineer at the expense of the owner and title thereto be assigned to the Sanitary Engineer. Thereafter, such meter shall be maintained, repaired or replaced by the Sanitary Engineer without further charge. Where there is an existing approved meter, a remote register may be installed by the Sanitary Engineer at the expense of the owner and title thereto be assigned to the Sanitary Engineer.

New connections shall be provided with meters and remote registers by the Sanitary Engineer at the expense of the owner and title thereto be assigned to the Sanitary Engineer. Thereafter, such meters and remote registers shall be maintained, repaired or replaced by the Sanitary Engineer without further charge, except as provided in the section, "Meter Damage, Tampered Or Stolen".

The property owner shall maintain a passage way to the meter and keep the meter accessible for reading at all times. Installation of a remote register shall not relieve the owner from the requirements to maintain access to the meter.

All service pipe must be provided with an approved stop and waste valve where the pipe enters the building. Said valve must be easily accessible and installed so that the water can be shut off and drained from the pipes and meters.

All services larger than 3/4 inch in diameter must have a shut off valve on each side of the meter so that the meter may be removed without draining all pipes in the building.

Installation of backflow preventers or check valves may be required in meter vaults or in other approved locations as required by State or local codes.

Section 1105.24 Meter Damages, Tampered Or Stolen

All costs of replacement or repair of meters and remote registers which have been stolen, vandalized, damaged by freezing or by heat while in use, tampered with or disconnected by any unauthorized personnel, shall be paid by the property owner.

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If any meter in use shall fail to register correctly within the limitations established by the Sanitary Engineer, the owner shall be charged for water at the average daily rate of consumption estimated by the Sanitary Engineer, as based upon use registered under similar conditions when the meter is in good order.

If the meter seal is found broken or other proof of tampering with the meter is found, the bill for the price in question will be estimated and the service may be shut off until the charges are paid.

If persistent tampering is encountered, such tampering may be considered sufficient reason to turn off the water. The bills will be estimated on the average of three previous quarterly periods of quarterly bills and the three previous months for monthly bills.

Section 1105.25 Leaks In Service Lines, Fire Lines And Inactive Services, Deteriorated Service Connections

The water service pipe between the curb box and the meter must be maintained at the expense of the property owner. Accordingly, the property owner will be held responsible for any leakage which may occur in such service lines. The Sanitary Engineer reserves the right to turn off the water in cases where such leakage exists. The cost of repairing leaks in fire lines and inactive services must be paid by the owners of the property connected with said services.

When a service connection is found to have deteriorated to the extent that permanent repairs cannot be made, installation of a new service will be required at the expense of the owner of the property. The failure of the owner, upon notification to authorize such a new service to be installed, will be deemed sufficient cause for discontinuing the supply of water to the premises without further notice.

In case of street improvements such as resurfacing old pavements or new pavements being placed on unpaved streets, upon notice from the Sanitary Engineer, old service lines must be renewed and new services placed for vacant lots at the expense of the property owner.

Materials used shall be as specified by the Sanitary Engineer in accordance with these Rules.

The failure of payment for the above will be deemed sufficient cause to discontinue the supply of water to the premises without further notice.

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In the interest of preserving and protecting the public water supply, water will not be furnished to premises where there are leaky pipes or fixtures. The Sanitary Engineer reserves the right, after giving reasonable notice, to shut off the water until the necessary repairs are made.

Section 1105.26 Water Pressure And Supply

The Sanitary Engineer does not guarantee any fixed pressure or continuous supply of water. In case of an accident that will cause a shortage or cause water to be shut off, the Sanitary Engineer will endeavor to notify consumers affected thereby.

Consumers who require a constant and steady supply of water should install and maintain a tank large enough to hold an ample supply for emergency purposes.

Section 1105.27 Use Of Fire Hydrants

The fire hydrants are intended primarily for the use of the fire department and no interference with such use in any way will be allowed. Permits for use of hydrants for other purposes are given reluctantly and only in cases where such use cannot be avoided.

Drawing of water from fire hydrants without a permit by unauthorized persons is strictly prohibited and violations of this rule may cause arrest and fine.

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