



ST. JOSEPH COUNTY REGIONAL WATER & SEWER DISTRICT

227 West Jefferson Boulevard, Seventh Floor, South Bend, Indiana 46601
P (574) 235-9534, F (574) 235-7849

November 7, 2019

To: Carriage Hills Sewer Service Area Sub-District Residents

Subject: **SEWER CONNECTON PROCEDURE INFORMATION**

The St. Joseph County Regional Water & Sewer District (RWSD) is preparing for the completion of the Carriage Hills Sewer project. We expect the sewer to be operational and ready for connection beginning in early 2020. We will send out an official Notice of Connection once we draw nearer to the actual ready date.

As requested by many of the Carriage Hills residents, we are providing the connection procedure information ahead of time to help inform you and your potential contractor of the requirements to help determine your physical connection costs. The attached information outlines the permit procedure, connection requirements, and septic abandonment procedure required for connection.

Please review these documents and contact the City of South Bend and/or the Building Department for permit questions and the Health Department about septic abandonment.

The District's contractor is installing a sewer lateral to every property required to connect to the sewer. Once ready for connection, you are then required to coordinate and hire a private contractor to physically connect your residence to the sewer lateral and abandon the existing septic.

All property owners connecting to the sewer will receive an official notification once the sewer is ready. You will have 120 days from the notification to arrange and complete your sewer connection.

Enclosures also available on-line on the County Home page at <http://www.sjcindiana.com/> and at <https://www.sjcindiana.com/303/Division-of-Public-Works>

Enclosures – Building Department Carriage Hills Sewer Connection Procedure
Carriage Hills Sewer Connection Requirements
Health Department Septic System Abandonment Process
Septic Contractor List & Contact Information

MEMBERS

Barry Skalski <i>President</i>	Don Smessaert <i>Vice President/Secretary</i>	Jessica Clark, P.E. <i>Treasurer</i>	Michael Dobson <i>Member</i>	Mark Espich <i>Member</i>	Tory Irwin <i>Member</i>	Vacant <i>Member</i>
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JAMES D. MARKLE, R.A.
Design/Plan Review Specialist

ST. JOSEPH COUNTY/SOUTH BEND
BUILDING DEPARTMENT

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SUITE 100
SOUTH BEND, IN 46601
(574) 235-9554
FAX 574-235-5541

CHARLES C. BULOT
BUILDING COMMISSIONER



MARK A. LYONS
Asst. Zoning Administrator

**CARRIAGE HILLS SEWER CONNECTION
PROCEDURE**

If you are located in Carriage Hills Sewer Sub-District 1, you are required to connect to the new sewer system. In order to expedite and simplify the process, the following procedures must be followed.

Only registered septic installers, plumbers, excavation contractors or owners who sign an affidavit are allowed to make the sewer connection. No matter who does the work, the following guidelines must be followed.

- 1) **Obtain a Sewer Tap Permit from the City of South Bend Division of Engineering (fee waived).** Please refer to the attached Carriage Hills Sewer Connection Requirements for more details.
- 2) **Get a permit for a Sewer Connection from the Building Department** – you will need to know if the connection is over 100' or under 100' from the home.
- 3) **Call the Building Department for an inspection** – you need to schedule the inspection with the Plumbing Inspector. You must call between 7:30 – 9:00 a.m. or 3:30 – 4:00 p.m. M-F to schedule the inspection. (574) 235-9554

Someone over 18 years of age needs to be at the home to allow the inspector inside. Connect all fixtures to the sewer except clean water sources (i.e. stormwater and groundwater). If you call for an inspection and no one is there to allow entry, you will need to pay for another inspection permit and reschedule the appointment. No exceptions!

- 4) Once the sewer is available for connection, you must also **abandon the septic system**. It will probably be more cost effective to do the connection and abandonment at the same time. Please refer to the attached Septic System Abandonment Process for the Carriage Hills Sewer Project from the Health Department for more details.

*Any plumbing on the inside of the building requires a separate building permit. All such work must be done by a licensed plumber or, if you live in your home and sign an affidavit, the homeowner.

CARRIAGE HILLS SEWER CONNECTION REQUIREMENTS

Basic Requirements

1. Every property served by an on-site septic system must connect to the new sewer system.
2. All residential waste from normal living processes (sinks, toilets, bath, tub, dishwasher, clothes washers, etc) must be connected to the new sewer system.
3. No clean water from sump pumps, foundation drains, roof drains or any other clean water source may be connected to the sewer.
4. Submit a scale drawing "AS BUILT" Site Plan to Health Department showing the triangulated location of any auxiliary pit location, clean out locations, length and size of all components. Include specifications of the pit and pump(s) to be used, if necessary.
5. **All work must be performed according to specific requirements and will be inspected. The owner will be required to correct all deficient work.**

Connection Process

1. The RWSD will advise the homeowner about two (2) – four (4) weeks in advance of when the new sanitary system will be ready for connection.
2. The owner or their contractor must obtain a permit from the City of South Bend Division of Engineering, 1316 County-City Building, 227 W. Jefferson Blvd., and the St. Joseph County/City of South Bend Building Department, 125 S. Lafayette Blvd. Suite 100, for the sewer tap and connection.
3. The owner or their contractor must follow the Health Department's Septic System Abandonment Process.

Schedule

1. The sewer is expected to be available for connection in January/February 2020. The line to the sewer may be installed at any time after a permit has been issued by the City of South Bend Engineering Division and the Building Department, but the final connection to the structure cannot be made until the sewer is operational. An official notice requiring connection will be mailed out closer to the actual timeline.
2. The owner must make the connection to the sewer within 120 days after the RWSD notifies the property owner or tenant the sewer is ready for connection.
3. The owner must also abandon their septic system within 60 days of connecting to the sewer.

Specifications for connecting to the sewer – Refer to the City of South Bend Standards for more detailed information

1. General guidelines for Sewage line from structure to sewer lateral
 - a. All laterals shall be constructed of PVC SDR 35 ASTM D 3034 (SRD 26 or SDR 21 shall be used for cover depths greater than twelve (12) feet) pipe with gasketed joint connections.
 - b. Building sewers should be installed using the shortest and most direct route to the property lateral. Interior plumbing modifications are suggested rather than excessive changes of direction in the building sewer. Any new plumbing done inside the house to within 5 feet of the home must be performed by a licensed plumber, unless the homeowner does this work.
 - c. If the property is not serviced by the City of South Bend municipal water, a 50 foot separation distance should be maintained between wells and pipes to the sewer where possible. In instances where the proposed gravity sewer laterals must be constructed

within a distance of 50 feet of a potable public or private water well, pipe shall be SDR 26 or better.

- d. In instances where an ejector pit and pump connected to a pressure sewer lateral are needed to transmit waste from the building to the lateral, the ejector pit shall be located greater than 50 feet from a potable water well (public or private).
 - e. Prior to the start of the work, both the location and elevation of the building sanitary drain and lateral connection to the sewer system must be identified to determine if slope is available in the allowable distance.
 - f. The minimum slope of the line from the building to the sewer lateral shall be $\frac{1}{4}$ inch per foot of line.
 - g. The maximum slope of the line shall from the building to the sewer lateral station shall be $1\frac{1}{2}$ inches per foot of line.
 - h. In instances where pressure sewer laterals must be constructed due to inadequate or negative slope between the building and sewer lateral, pipe shall be of waterworks grade, with gasket, pressure grade push-on joints (e.g., SDR 21 PVC or Class 52 ductile iron pipe).
 - i. If more slope is needed it shall be elbowed down at 45 degrees.
 - j. If the line must change directions it shall be done no sharper than with two 45 degree elbows.
 - k. The line shall be tested during the Building Department inspection with 5 pounds of air pressure or a 10 foot water column.
 - l. When connecting laterals to pipe of differing material, a Fernco connection (or approved equal) shall be used. This is the only location such a connector shall be used.
2. Clean outs
- a. A clean out shall be installed approximately three feet outside the structure and every 100 feet in accordance with state Building Code.
 - b. Clean outs must be a Y with a 45 degree elbow not a T.
 - c. Clean outs shall be of the same material as the sewer lateral pipe.
 - d. Clean outs shall not be covered and shall be readily accessible.
 - e. Clean outs shall be plugged or capped with an approved water tight lid.
3. Backfilling of Trench
- a. Any open trench lateral construction shall be bedded in a minimum of 4" crushed aggregate, conforming to Indiana Department of Transportation No. 53 or No. 8 gradations.
 - b. Native soils may be used only if they consist of sand, loam or other similar materials. Native materials that include organic matter, clay soils, all types of refuse, fragments of concrete, large stones, boulders, or other similar deleterious materials shall not be used.
 - c. Bedding shall be carefully placed up to the spring line of the pipe, making sure that the lower quadrants of the pipe are firmly bedded and supported.
 - d. The trench section from the spring line of the pipe to a point 3 feet above the pipe shall be carefully backfilled with suitable excavated material or B-Borrow.
 - e. At all times during the work, proper care must be taken to keep the trench and any other excavation free from any ground and surface water. Drain or pump water away from the work area to a suitable location without interference to adjoining properties.
4. Testing
- a. Building sewers and service laterals shall be pressure tested in the presence of the Building Department's inspector to verify that no leaks are present

- b. The contractor and/or property owner must make all arrangements to conduct the test, as well as furnish all labor, materials, tools, equipment and apparatus.
- c. Gravity building sewers shall be tested by a low-pressure air test at 5 psig for a duration of 0.7 minutes per 100 feet of pipe.
- d. To perform the test, add air to the pipe until pressure reaches 5 psi and allow the pressure to stabilize. Pressure may drop to 3.5 psi before starting the test.
- e. Pressure sewer laterals shall be air tested at maximum operating pressure for 15 minutes based upon the pipe manufacturer's specifications prior to connection to the District sewer.
- e. If the pressure drops more than 1.0 psi during the test time, the line is presumed to have failed the test and corrective measures shall be taken at the owner's expense until the sewer passes the test.

5. Inspection

- a. All building sewers and sewer laterals shall be inspected by the Building Department to ensure compliance with these standards. A 72-hour notice for inspections is recommended.
- b. The entire installation and hook up shall be inspected prior to backfilling in order to verify materials and installation. Any building sewer lateral backfilled prior to an inspection approval shall be re-excavated at the owner's expense for inspection.
- c. In instances where service laterals are installed by directional drilling, the owner shall retain a sample of the piping material for verification by the inspector.
- d. Building sewers and service laterals shall be pressure tested in the presence of the Building Department's inspector to verify that no leaks are present.



ST. JOSEPH COUNTY
DEPARTMENT OF HEALTH
Prevent. Promote. Protect.

St. Joseph County Department of Health

"Promoting physical and mental health and facilitating the prevention of disease, injury and disability for all St. Joseph County residents"

SEPTIC SYSTEM ABANDONMENT PROCESS FOR THE CARRIAGE HILLS SEWER PROJECT

General requirements

1. The septic system must be properly abandoned within 60 days of connecting to the sewer.
2. There will be no fee for abandoning the septic system. However, there is a penalty for not abandoning the system within 60 days of connection to sewer.
3. It is most cost effective to abandon the septic system when connection to the sewer is made.
4. Any St. Joseph County licensed septic installer, plumber, or excavations contractor may abandon the septic system. If the property owner wants to do the work themselves, they must make prior arrangements with the Health Department.

Process

1. When all of the requirements listed below have been met **but the work has not been covered**, the contractor shall:
 - a. Make a sketch showing the locations of the items being abandoned as shown on page 2;
 - b. Call the Health Department at 574-235-9721 for an inspection at least two hours prior to needing the inspection. The last inspection of any day will be 4:00 PM; and
 - c. Provide the sketch to the Health Department during our inspection.
2. The Health Department will give the contractor a blue tag when the work has been performed correctly.
3. The work may then be covered.

Specifications for abandoning septic systems

1. General requirements.
 - a. Proper disposal, when used below, means that any material, other than sewage, removed from the site including any tank, piping, earthen material, or treatment units shall be taken to a licensed landfill for disposal.
2. Septic tanks and dose tanks, treatment units, and dry wells shall be abandoned according to the following requirements:
 - a. The electrical power shall be disconnected at the source from all electrical controls and all controls and panels shall be removed. All electrical lines (including service lines) that will not be used for other purposes shall be removed.
 - b. All tanks shall be pumped and cleaned by a company licensed by the Indiana Department of Environmental Management.
 - c. Tank bottoms shall be broken to allow water to escape and shall then be completely filled with debris-free earthen material in a manner to prevent settling. Tanks may be completely removed if desired.
 - d. Dry wells shall be collapsed and filled with debris-free earthen material or removed and properly disposed.
 - e. Treatment units shall be pumped by a company licensed by the Indiana Department of Environmental Management, removed, and properly disposed.
 - f. Effluent filters shall be removed and properly disposed.
 - g. The disturbed area shall be graded so that water does not pond over the area and a vegetative cover shall be established.
3. Absorption fields shall be abandoned according to the following requirements:
 - a. The components of the absorption field may be left intact if they are to remain undisturbed.
 - b. If the absorption field (including a mound system) is to be removed:
 - i. The absorption field shall be allowed to completely dry;
 - ii. Distribution boxes shall be pumped, removed, and properly disposed;
 - iii. Piping within the field shall be removed and properly disposed;
 - iv. The distribution network, aggregate, and rock or sand (if any) shall be removed from the site and properly disposed;
 - v. Any spillage of sewage shall be excavated and properly disposed; and
 - vi. The site shall be graded so that water does not pond over the area and a vegetative cover shall be established.

Please send all electronic correspondence for the Environmental Health Division to envirohd@sjcindiana.com

Septic Contractors

Updated 3/21/19

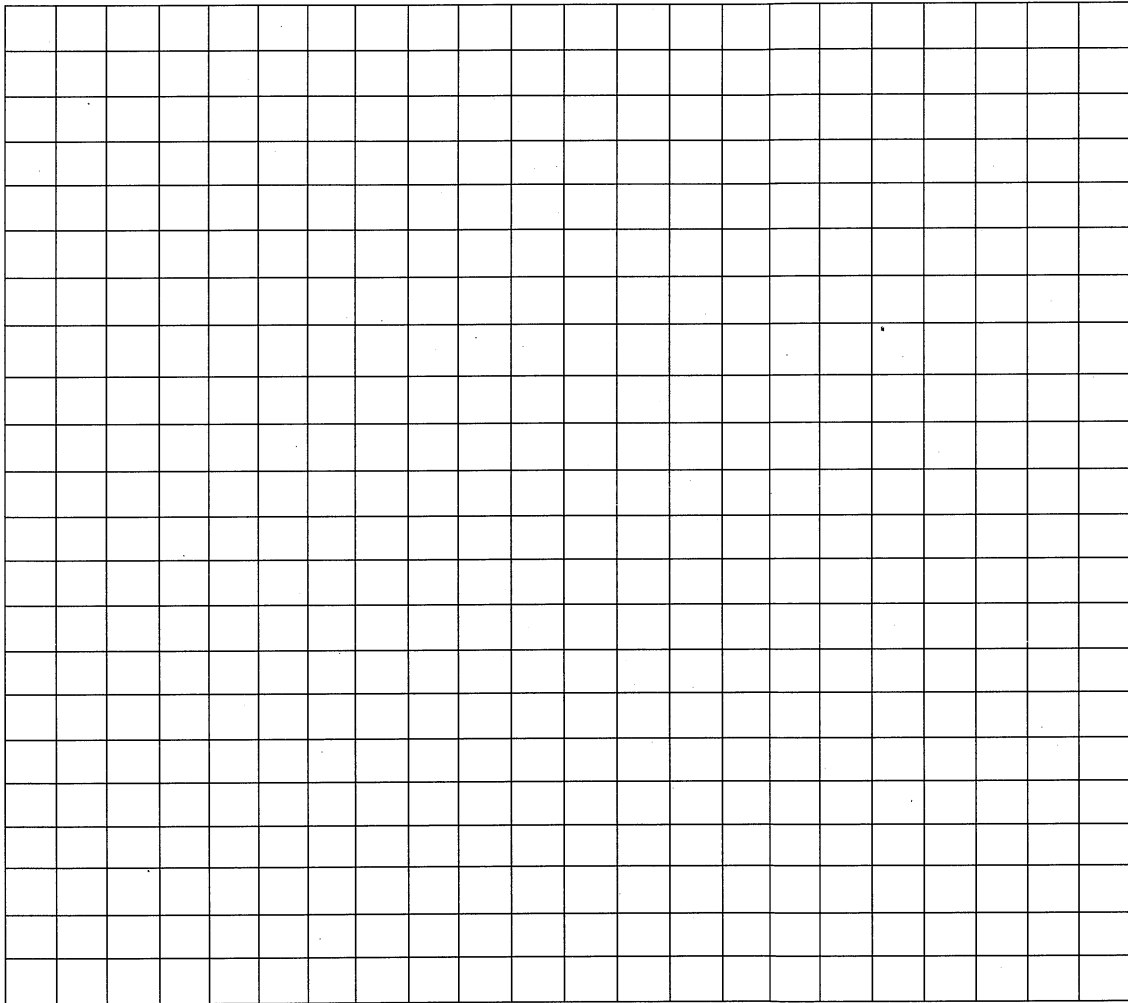
Business Name	Address	City/State/Zip	Phone	Email
A & R Wastemanagement	PO Box 423	Mishawaka, IN 46546	574-674-5779	service@arwwm.com
A-Hope OS Systems, LLC	1404 E. US Hwy 20	LaPorte, IN 46350	219-214-2931	rs@ahopellc.com
ABC Excavating	15440 CR 4	Bristol, IN 46507	574-202-7485	Allard90@aol.co
Abe's Plumbing Co., Inc.	226 Elder St.	Mishawaka, IN 46544	574-259-4534	abesplumbinginc@gmail.com
AccuDig Excavating, LLC	31685 3rd St.	Niles, MI 49120	574-532-6820	accudigexcavating@outlook.com
Akins Excavating, Inc.	54095 CR 39	Middlebury, IN 46540	574-825-5941	justin@akinsexcavating.com
ASAP Poop, LLC	55811 Elder Rd.	Mishawaka, IN 46545	574-254-7667	scubareel@aol.com
B & E Excavating	26237 CR 46	Nappanee, IN 46550	574-312-8664	benmartin46550@gmail.com
Bass Septic & Sewer	12700 3A Rd.	Plymouth, IN 46563	574-400-3298	basssepticsewer@yahoo.com
C & E Excavating, Inc.	53767 CR 9	Elkhart, IN 46514	574-262-4346	jburgess@candeeexcavating.com
Clémons Backhoe	69281 Oak Rd.	Lakeville, IN 46536	574-784-2888	
Creed Excavating Co., Inc.	1733 Oak R.	Plymouth, IN 46563	574-784-2942	creedseptic@yahoo.com
Dig-It-Excavating, Inc.	56450 Penn Rd.	Cassopolis, MI 49031	269-445-7777	digitexcavating@gmail.com
DT Excavating LLC	23913 Florence Ave.	Elkhart, IN 46516	574-312-1385	douglastepe@aol.com
Elf Excavating	20140 Jane St.	South Bend, IN 46637	574-261-0508	elfexcavating@gmail.com
Emergency Drain Service	PO Box 10205	South Bend, IN 46630	574-299-9620	gamblynbug@comcast.net
G4 Septic and Excavating	20195 Layden St.	South Bend, 46637	574-276-9751	gschaults@gmail.com
Grove Excavating	30495-6 CR 24	Osceola, IN 46561	574-607-2408	ktevans86@gmail.com
Hill Excavating	1905 Elder Rd.	Mishawaka, IN 46545	574-318-4912	tom@hillexcavation.com
Horvath & Associates, Inc.	30241 E. US 12	Niles, MI 49120	269-663-5435	horvathandassociates@comcast.net
Huff Septic, Inc.	54422 Pine Rd.	South Bend, IN 46628	574-784-8503	huffsepticinc@gmail.com
J.W. Concrete & Excavation	1617 3rd St.	Osceola, IN 46561	574-674-6285	jwardconcrete@aol.com
Jerry Reed Excavating	15401 New Rd.	Mishawaka, IN 46544	574-298-1361	j.reed15401@gmail.com
Jon K. Yoder Excavating	67725 Franklin St.	Goshen, IN 46528	574-238-2550	jonyoder@yahoo.com
K-Fex, Inc.	5885 N. 800 E.	New Carlisle, IN 46552	574-654-3754	rachelkfex@outlook.com
KCL Enterprise	30868 CR 20	Elkhart, IN 46517	574-536-1409	kclkennhmartin@gmail.com
Kent's Excavating & Plumbing	7774 Fir Rd.	Bourbon, IN 46504	574-354-1912	kentsexcavating@gmail.com
Lewis Septic Inc.	2079 E. 1000 N.	LaPorte, IN 46350	219-778-4287	
Mark's Septic Service	19490 New Rd.	South Bend, IN 46614	574-340-3582	marks.septic@gmail.com
Northwest Excavating	69301 Ash Rd.	Nappanee, IN 46550	574-862-3135	
Quality Excavating	67242 CR 33	Millersburg, IN 46543	574-831-5920	devon@qualityexc.com
R & R Excavating	2010 Went Ave.	Mishawaka, IN 46545	574-256-2467	rr_excavating@comcast.net
R.D. Murray, Inc.	8189 Tulip Rd.	Plymouth, IN 46563	574-936-8808	
Save Septic	51783 Ash Rd.	Granger, IN 46530	574-674-2951	saveseptic@gmail.com
Turnocks' Sales & Service, Inc.	24120 SR 2 Hwy.	South Bend, IN 46619	574-289-0766	turnocks@hotmail.com
Walt's Septic Inspection	62011 Elm Rd.	Mishawaka, IN 46544	574-310-1382	waltsinspections@gmail.com
Watermark	58188 Basswood Rd.	Osceola, IN 46561	574-532-0194	hoffmanjamese@aol.com

N ↑
SITE SKETCH

Site Address _____

Contractor Name _____

Must show and label any existing structure outline(s), septic or dose tank(s),
and drywell(s), and field system(s).



Comments _____

For Health Department Use Only

SR. No. _____

Please send all electronic correspondence for the Environmental Health Division to envirohd@sjcindiana.com

Environmental Health Division • 227 W. Jefferson Blvd. • 9th Floor • South Bend, IN 46601-1870 • Phone (574) 235-9721 • Fax (574) 235-9497