



Norfolk County
Public Works
183 Main Street of Delhi
Delhi, Ontario N4B 2M3
519-582-2100 or 519-428-0020
norfolkcounty.ca

WATER/SANITARY SEWER/STORM SEWER SERVICE INSTALLATION GUIDELINES - RESIDENTIAL

GENERAL

- A *Norfolk County Public Works Water/Sanitary Sewer/Storm Sewer Connection Permit* must be completed for ALL new installations or repairs to a water, sanitary sewer or storm sewer service. Permit fees are established annually by the most current revision of Norfolk County's *Water & Wastewater Rates By-Law*.
- Permits shall only be issued upon receipt of all necessary bonding, proof of insurance and payment of permit fees (including road occupancy deposit, where required).
- It is the Contractor's responsibility to comply with all Federal, Provincial and Municipal Acts, codes and by-laws (Ontario Building Code, Occupational Health and Safety, Norfolk County Water By-Law, etc.)
- Contractors are required to obtain underground locates with Ontario OneCall.
- Contractors are required to provide **24 HOURS** notice to Norfolk County Public Works Staff in order to schedule an inspection or schedule an appointment – 519-582-2100 / 519-428-0020 (scheduling of any appointment is subject to Norfolk County staff availability). Scheduling for any main tap requires **48 HOURS** notice.
- Contractors are expected to speak with a 'live' customer service representative in order to schedule an appointment – fax, email or voicemail requests will not be considered.
- It is the contractor's responsibility to call and schedule an appointment for meter pre-wire, tails and spacers, and for water meter installation.
- There must be a minimum of **2.5m horizontal** separation between any new water service and a sanitary/storm service. This horizontal separation may be decreased in certain circumstances where existing conditions do not allow, only if the bottom of the water service pipe is at least 0.5m above the crown of the adjacent sewer service or unless otherwise approved, in writing, by the Director of Environmental Services or designate. Norfolk County recommends a minimum of 1.5m horizontal separation between the sanitary and storm services.
- There must be a minimum of **3.0m horizontal** separation between any service and any side lot line unless otherwise approved, in writing, by the Director of Environmental Services or designate.
- The entire length of any new service installation must be totally exposed at the time of inspection and must be properly trenched, sloped and dewatered as per the Ontario Occupational Health and Safety Act – if not, NO inspection or approval will be given, and it will be the Contractor's responsibility to expose the services to the satisfaction of Norfolk County
- The building's foundation and/or footings must be installed at the time of water and sewer inspections.
- Service lines shall not cross over or under one another at any point between the property line and the inside of the building
- Service lines shall not be installed under the driveway or garage. Water service lines shall be brought up through the floor within 1.0m of the foundation wall. They shall not extend under the basement floor.
- Upon inspection of services, a new water and wastewater billing account will be created. This account will be charged STANDBY charges from the date of inspection.

** detailed standards and specifications are available through Environmental Services staff located at
183 Main Street of Delhi*

WATER

- Minimum service size is 19mm ($\frac{3}{4}$ ") – third party certified, soft K copper
- Minimum depth of cover is 1.5m
- Service line must have a 'gooseneck' at the watermain connection
- Service line is to be laid smooth on properly compacted sand
- The service line shall be laid at a depth which is at all points above the crown of the adjacent sanitary and/or storm sewer lateral
- New curb valves are NOT to be located in a driveway
- Curb box and stem are to be set properly and plumb (not bent or angled)
- Curb valve and box are to be placed on properly compacted sand or granular bedding, including the installation of a brick under each curb valve
- Couplings are not permitted without approval from the Director of Environmental Services or designate – a list of approved couplings is available upon request
- A No Lead stop and drain building control valve is required on the service at the point of entry to the premise to facilitate the installation of a water meter – this valve shall have compression joint by Female Iron Pipe connections (CJ x FIP)
- No solder joints are permitted before the water meter
- Water meter tails and a spacer will be provided by Norfolk County – the meter spacer is property of Norfolk County and must be returned when the water meter is installed
- Standby charges will apply immediately upon completion of the inspection and a meter must be installed within 90 days of the inspection
- A minimum of 1.2m of clearance is required around the water meter – installation in a crawlspace is not permitted unless approved, in writing, by Environmental Services staff.
- Contractors are NOT permitted to operate the curb valve. Curb valve will be left in the 'OFF' position until the water meter installation is scheduled. If the curb stop is in the 'ON' position at the time of meter installation an additional charge will be added

SANITARY SEWER

- Minimum service size is 125mm (5") – SDR 28 PVC. Pipe size must be consistent and extend inside the building envelope
- Minimum depth of cover is 2.15m at property line or at such higher elevation only as may be required to obtain minimum grade from the mainline sewer
- Service shall be laid at a minimum 2% grade. On existing repairs, the minimum 2% grade may not be possible due to existing conditions, however, the grade must be consistent and will be recorded.
- Only push-on, gasket type pipe joints are permitted. No glued or solvent weld joints until the pipe enters the building envelope
- All pipe must be laid to manufacturer's specifications and on smooth properly compacted sand or granular bedding material.
- 90° and 45° bends are **NOT** permitted. 22.5° or 45° long sweeps only
- A cleanout is required every 30m (100') – the first cleanout will be located 30m from the sanitary main, and an additional cleanout every 30m thereafter.

STORM SEWER

- Minimum service size is 150mm (6") – SDR 28 PVC.
- Minimum depth of cover is 1.2m
- Service shall be laid at a minimum 2% grade
- Only push-on, gasket type pipe joints are permitted. No glued or solvent weld joints
- All pipe must be laid to manufacturer's specifications and shall be laid on and on smooth properly compacted sand or granular bedding material.
- 90° and 45° bends are **NOT** permitted. 22.5° or 45° long sweeps only
- In instances where a 100mm (4") storm sewer stub has been installed to property line, the contractor shall be permitted to extend the 100mm (4") service lateral into the building

ROADS

- All trench backfill must be compacted to 100% proctor density
- All asphalt and concrete to be saw-cut prior to removal
- Contractors are responsible for watering of new sod for the first 48 hours
- All restorations (asphalt, concrete, sod, etc.) are to be completed within 48 hours of completion of any work
- Deposits will be held for a period of 1 year after completion of work
- Contractors are responsible for the development of a traffic control plan as per OTM Book 7
- Contractors are responsible for the completion of the Notice of Road Closure form, where required.