



SEWER PERMIT APPLICATION

PRINCETON SEWER DEPARTMENT | 400 WITHERSPOON STREET, PRINCETON, NJ 08540
609-497-7639 | SEWER@PRINCETONNJ.GOV | WWW.PRINCETONNJ.GOV/SEWER

NOTICE OF CHANGES:

Princeton Council passed Ordinance 2021-35 on December 13, 2021. The Ordinance updated the rules and regulations regarding the sanitary sewer, including the rights and responsibilities of property owners and contractors making connections to the sanitary sewer, disconnecting from the sanitary sewer, and/or repairing or replacing existing laterals and sewers. In response to these new rules, the Sewer Department has implemented a new application process for sewer permits. **Please carefully review the entire sewer permit application packet prior to submitting the application. Incomplete or incorrect applications will be returned to the applicant.**

A sewer permit is required when a building or property connects to the sanitary sewer or is temporarily or permanently disconnected from the sanitary sewer; when a sewer lateral is being altered, replaced, or repaired in the municipal right-of-way or easement; or when an addition, alteration, or change in use of a building or property will increase the anticipated daily volume of sewage.

Applicants must notify the Sewer Department prior to beginning any work under an approved Sewer Permit. **Applicants must schedule an inspection with the Sewer Department** for any sewer connections or disconnections, any work on a sewer lateral within the right-of-way or public easements, and any work that will affect the public sewer. Inspections will take place after the pipe is laid and connected, but before the pipe is covered. Any part of the work which may have been covered prior to inspection must be uncovered at the request of the Sewer Department's representative. Applicants shall contact the Sewer Department at least one business day prior to needing an inspection. Appointments are on a first-come-first-served basis. **Inspection appointments may be made for 8:00 AM, 9:00 AM, 10:00 AM, 11:00 AM, or 1:00 PM Monday through Friday.**

Applicants must submit copies of any architectural or engineering drawings, plumbing schematics, floor plans, and/or other drawings created for the project. Applicants may use the space provided in the application to draw a sketch of the project if no other drawings were created or to supplement the drawing(s) submitted by the applicant. **If the drawing(s) and/or sketch are not clear, legible, at an appropriate scale, and provide the information requested in the application, the application will be returned to the applicant.**

See note 13 on the next page for a list of activities that would trigger a sewer connection fee. If a connection fee is assessed, the fee must be paid prior to approval of the permit. Sewer Department staff will calculate the connection fee after reviewing the sewer permit application. Do not submit payment until a member of the Sewer Department has contacted you to confirm the amount due. The Sewer Department only accepts payment by check at this time. Connection fees are calculated and assessed in accordance with N.J.S.A. 40A:26A-11 *et seq.*

Please contact the Sewer Department with any questions or visit the Sewer Department's website (www.princetonnj.gov/sewer) for more information or to view relevant Ordinance, Administrative Code, or Statutes.



SEWER PERMIT APPLICATION

PRINCETON SEWER DEPARTMENT | 400 WITHERSPOON STREET, PRINCETON, NJ 08540
609-497-7639 | SEWER@PRINCETONNJ.GOV | WWW.PRINCETONNJ.GOV/SEWER

NOTES TO APPLICANTS:

- 1) A SEWER PERMIT IS REQUIRED FOR ANY WORK WHICH INVOLVES A NEW SEWER CONNECTION; TEMPORARY DISCONNECTION OR PERMANENT DISCONNECTION OF ANY SEWER LATERAL; ALTERATION, REPLACEMENT, OR REPAIR OF ANY LATERAL WITHIN ANY PORTION OF THE MUNICIPAL RIGHT-OF-WAY OR ANY MUNICIPAL SEWER EASEMENT; OR AN ADDITION, ALTERATION, OR CHANGE IN USE TO ANY PROPERTY WHICH WILL INCREASE THE DAILY VOLUME OF SEWAGE FROM THE PROPERTY.
- 2) THE APPLICANT MUST NOTIFY THE SEWER DEPARTMENT PRIOR TO BEGINNING WORK AND SCHEDULE AN INSPECTION WITH THE SEWER DEPARTMENT FOR ANY SEWER CONNECTIONS OR DISCONNECTIONS, ANY WORK ON A SEWER LATERAL WITHIN THE RIGHT-OF-WAY OR PUBLIC EASEMENTS, AND ANY WORK THAT WILL AFFECT THE PUBLIC SEWER. INSPECTIONS WILL TAKE PLACE BEFORE THE WORK IS COVERED. ANY PART OF THE WORK WHICH MAY HAVE BEEN COVERED PRIOR TO INSPECTION MUST BE UNCOVERED AT THE REQUEST OF THE SEWER DEPARTMENT'S REPRESENTATIVE. INSPECTIONS MUST BE SCHEDULED AT LEAST ONE DAY AHEAD. APPOINTMENTS ARE ON A FIRST-COME-FIRST-SERVED BASIS.
- 3) EVERY APPLICATION FOR A PROJECT THAT REQUIRES THE INSTALLATION OF TEE, WYE, SADDLE, OR MAINTENANCE HOLE CONNECTIONS TO THE PUBLIC SEWER OR OTHER WORK DIRECTLY PERFORMED ON THE PUBLIC SANITARY SEWER, SHALL INCLUDE A CERTIFICATE OF INSURANCE WITH THE MINIMUM LIMITS AND TYPES OF INSURANCE SET FORTH IN SECTION 19-4.4 OF THE "CODE OF THE TOWNSHIP OF PRINCETON, NEW JERSEY, 1968." PRINCETON AND ITS EMPLOYEES, OFFICERS AND AGENTS SHALL BE NAMED AS ADDITIONAL INSURED ON ALL POLICIES EXCEPT FOR WORKERS' COMPENSATION. THE CERTIFICATE(S) OF INSURANCE SHALL EVIDENCE THAT ALL POLICIES, EXCEPT FOR WORKERS' COMPENSATION, ARE PRIMARY AND NON-CONTRIBUTORY.
- 4) THE APPLICANT MAY BE REQUIRED TO CONDUCT A VIDEO INSPECTION OF THE LATERAL AS A CONDITION OF THE PERMIT APPROVAL. PORTIONS OF THE LATERAL WHICH ARE REPLACED MAY BE EXCLUDED FROM THE VIDEO INSPECTION. THE VIDEO MUST BE OF ADEQUATE QUALITY TO DETERMINE THE CONDITION OF THE LATERAL. IF THE LATERAL IS LEAKING OR DEFECTIVE, THE LATERAL SHALL BE REPAIRED OR REPLACED AT THE PROPERTY OWNER'S SOLE EXPENSE. THE SEWER DEPARTMENT'S REVIEW AND ACCEPTANCE OF THE CONDITION OF THE LATERAL IS REQUIRED PRIOR TO APPROVAL OF THE CERTIFICATE OF OCCUPANCY.
- 5) IF THE PROJECT WILL CONVEY SEWAGE FROM MORE THAN TWO BUILDINGS, EXTEND THROUGH MORE THAN TWO PROPERTIES, EXTEND ALONG A ROADWAY OR RIGHT-OF-WAY, OR IF THE PROJECT WILL PRODUCE MORE THAN 2,000 GALLONS PER DAY, A TREATMENT WORKS APPROVAL MUST BE OBTAINED FROM THE SBRS AND/OR NJDEP PRIOR TO SUBMISSION OF THIS APPLICATION. PLEASE VISIT THE SEWER DEPARTMENT WEB PAGE OR CONTACT THE SEWER DEPARTMENT OFFICE FOR FURTHER GUIDANCE.
- 6) IF THE PROJECT WILL INVOLVE OCCUPYING OR EXCAVATING IN THE PUBLIC RIGHT-OF-WAY OR EASEMENTS, THE APPLICANT MUST OBTAIN A PERMIT FROM THE ENGINEERING DEPARTMENT FOR THAT PURPOSE IN ACCORDANCE WITH SECTION 19-4 ET SEQ. OF THE "CODE OF THE TOWNSHIP OF PRINCETON, NEW JERSEY, 1968." IF THE PROJECT WILL INVOLVE OCCUPYING OR EXCAVATING A COUNTY OR STATE RIGHT-OF-WAY, THE APPLICANT MUST ADDITIONALLY OBTAIN A PERMIT FOR THAT PURPOSE FROM THE COUNTY OR NJDOT, RESPECTIVELY.
- 7) IF THE PROJECT WILL INVOLVE CONSTRUCTION, MODIFICATION, OR REPLACEMENT OF A SEWER LATERAL, OR OTHER PLUMBING RELATED WORK, THE APPLICANT MAY BE REQUIRED TO OBTAIN A PERMIT FROM THE BUILDING DEPARTMENT FOR THAT PURPOSE. PLEASE CONTACT THE BUILDING DEPARTMENT OFFICE FOR FURTHER GUIDANCE.
- 8) IF THE PROJECT WILL IMPACT A TREE OR SHRUB IN THE MUNICIPAL RIGHT-OF-WAY OR REQUIRES THE REMOVAL OR DESTRUCTION OF A TREE ON PRIVATE PROPERTY, A TREE REMOVAL PERMIT IS REQUIRED IN ACCORDANCE WITH THE APPLICABLE PROVISIONS OF SECTION 22-6 OR 22-11 OF THE "CODE OF THE TOWNSHIP OF PRINCETON, NEW JERSEY, 1968." CONTRACTOR WILL DELINEATE TREE PROTECTION ZONES IN ACCORDANCE WITH MUNICIPAL CODE SECTION 22-20
- 9) ALL SEPTIC TANK ABANDONMENTS MUST BE CONDUCTED WITH THE APPROVAL AND OVERSIGHT OF THE HEALTH DEPARTMENT. PLEASE CONTACT THE HEALTH DEPARTMENT OFFICE FOR FURTHER GUIDANCE.
- 10) PRIOR TO OBTAINING A DEMOLITION PERMIT FROM THE BUILDING DEPARTMENT, THE PROPERTY MUST BE PHYSICALLY DISCONNECTED FROM THE SEWER. THE APPLICANT IS RESPONSIBLE FOR PERFORMING ALL WORK, INCLUDING EXCAVATION, AND THE ASSOCIATED COSTS TO DISCONNECT THE PROPERTY FROM THE SEWER. THE LATERAL SHALL BE CAPPED OR PLUGGED. PIPING SHALL BE WATERTIGHT AND STRUCTURALLY SOUND.
- 11) PERMITS ARE VALID FOR TWO YEARS. THE SEWER CONNECTION FEE FOR A NEW PERMIT SHALL BE CALCULATED PURSUANT TO THE RATES IN EFFECT AT THE TIME OF APPLICATION.
- 12) SEWER CONNECTION FEES ARE ASSESSED IN ACCORDANCE WITH N.J.S.A. 40A:26A-11 ET SEQ., N.J.A.C. 7:14A-23.3 ET SEQ., AND ORDINANCE 2021-35, AS MAY BE AMENDED. THESE RULES MAY BE VIEWED ON THE SEWER DEPARTMENT WEB PAGE.
- 13) THE APPLICANT SHALL BE OBLIGATED TO PAY A SEWER CONNECTION FEE WHENEVER ANY OF THE ACTIVITIES SET FORTH IN N.J.S.A. 40A:26A-11 ET SEQ. OCCUR, INCLUDING WHEN:
 - A. ADDITIONS, ALTERATIONS OR CHANGES IN USE OF THE PROPERTY INCREASE THE ANTICIPATED DAILY VOLUME OF SEWAGE BY 15% OR MORE OVER THE PREVIOUS USAGE (FOR BUILDINGS CONNECTED TO THE SEWER FOR LESS THAN 20 YEARS);
 - B. A NEW PHYSICAL CONNECTION IS MADE TO THE SANITARY SEWER (THIS INCLUDES CONNECTING A NEWLY CONSTRUCTED BUILDING OR ADDING A NEW ADDITIONAL CONNECTION FOR AN EXISTING BUILDING);
 - C. AN EXISTING CONNECTION (LATERAL) INCREASES IN SIZE (DIAMETER);
 - D. AN ADDITIONAL SERVICE UNIT (A DWELLING UNIT OR COMMERCIAL SUITE) IS CONSTRUCTED ON A PROPERTY CONNECTED TO THE SEWER (AND THE NEW SERVICE UNIT WILL BE SERVED BY THE SEWER); OR
 - E. A PREVIOUSLY DISCONNECTED PROPERTY IS RECONNECTED TO THE SEWER (DOES NOT APPLY TO PROPERTIES TEMPORARILY DISCONNECTED LESS THEN 12 CONSECUTIVE MONTHS).



SEWER PERMIT APPLICATION

PRINCETON SEWER DEPARTMENT | 400 WITHERSPOON STREET, PRINCETON, NJ 08540
609-497-7639 | SEWER@PRINCETONNJ.GOV | WWW.PRINCETONNJ.GOV/SEWER

PROJECT INFORMATION:

| | | | |
|-----------------------|--|---|------|
| PROJECT ADDRESS: | | BLOCK: | LOT: |
| PROPERTY OWNER NAME: | | PROPERTY OWNER ADDRESS: | |
| PROPERTY OWNER PHONE: | | PROPERTY OWNER EMAIL: | |
| APPLICANT NAME: | | APPLICANT RELATIONSHIP TO PROPERTY OWNER: | |
| APPLICANT PHONE: | | APPLICANT EMAIL: | |

CHECK ALL APPROPRIATE BOXES FOR THIS PROJECT:

YES NO

- MAKING NEW CONNECTION TO SANITARY SEWER
- RECONNECTING AFTER TEMPORARY DISCONNECTION*
- TEMPORARILY DISCONNECTING FROM SANITARY SEWER*
- PERMANENTLY DISCONNECTING FROM SANITARY SEWER
- REPAIRING, REPLACING, OR ALTERING LATERAL
- BUILDING NEW OR ADDITIONAL DWELLING / SERVICE UNIT
- CHANGE IN USE WILL INCREASE VOLUME OF SEWAGE
- PROPERTY CONNECTED TO SEWER FOR 20 OR MORE YEARS
- PROPERTY CONNECTED AND FEES PAID FOR PAST 5 YEARS

* DISCONNECTIONS AND RECONNECTIONS REQUIRE SEPARATE APPLICATIONS

YES NO

- WORK DONE IN RIGHT-OF-WAY OR EASEMENT (NOTE 2)
- TAPPING INTO OR WORKING ON PUBLIC SEWER (NOTE 3)
- PROJECT WILL CONVEY MORE THAN 2,000 GALLONS (NOTE 5)
- PROJECT WILL SERVE MORE THAN 2 BUILDINGS (NOTE 5)
- EXTENDS ALONG A ROADWAY OR RIGHT-OF-WAY (NOTE 5)
- EXTENDS THROUGH MORE THAN TWO PROPERTIES (NOTE 5)
- PROJECT INVOLVES EXCAVATION IN PUBLIC ROAD (NOTE 6)
- PROJECT REQUIRES BUILDING PERMIT (NOTE 7)
- TREES WILL BE REMOVED OR IMPACTED (NOTE 8)
- SEPTIC TANK WILL BE ABANDONED (NOTE 9)

GENERAL DESCRIPTION OF PROJECT:

CALL 609-497-7639 TO SCHEDULE AN INSPECTION WITH THE SEWER DEPARTMENT FOR SEWER CONNECTIONS, DISCONNECTIONS, AND ALL SEWER-RELATED WORK DONE IN THE MUNICIPAL RIGHT-OF-WAY OR MUNICIPAL EASEMENTS

I HEREBY MAKE APPLICATION FOR A SEWER PERMIT. I HAVE READ ALL 'NOTES TO APPLICANTS' AND AGREE TO ABIDE BY THE REQUIREMENTS SET FORTH THEREIN, AND I HAVE PROVIDED ALL NECESSARY SITE INFORMATION IN THE DRAWING AND/OR SUPPLEMENTAL ATTACHMENTS.

APPLICANT SIGNATURE: _____ DATE: _____

THIS SECTION FOR OFFICE USE ONLY:

| | | | |
|---|--------------------------------|---------------------------|----------------|
| SEWER PERMIT APPLICATION IS: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED | | SEWER ENGINEER SIGNATURE: | APPROVAL DATE: |
| COMMENTS AND CONDITIONS: | | | |
| CONNECTION FEE: | CHECK NUMBER: | DATE PAID: | |
| SEWER DEPT. INSPECTION REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO | INSPECTION APPROVAL SIGNATURE: | INSPECTION APPROVAL DATE: | |
| VIDEO INSPECTION REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO | VIDEO APPROVAL SIGNATURE: | VIDEO APPROVAL DATE: | |



SEWER PERMIT APPLICATION

PRINCETON SEWER DEPARTMENT | 400 WITHERSPOON STREET, PRINCETON, NJ 08540
609-497-7639 | SEWER@PRINCETONNJ.GOV | WWW.PRINCETONNJ.GOV/SEWER

PROJECT DRAWING:

SUBMIT COPIES OF ANY ARCHITECTURAL OR ENGINEERING DRAWINGS, PLUMBING SCHEMATICS, FLOOR PLANS, AND/OR OTHER DRAWINGS SUBMITTED TO THE BUILDING DEPARTMENT AND/OR ENGINEERING DEPARTMENT. **SHOW LOCATIONS OF THE BUILDING, LATERAL, LATERAL CLEANOUTS, SEWER MAIN, TREE LOCATIONS AND DIAMETERS, PROPERTY LINES, EASEMENT(S), PIPE MATERIAL, PIPE LENGTH, PIPE DIAMETER, AND OTHER PERTINENT INFORMATION** IN THE SPACE BELOW IF SUCH INFORMATION IS NOT CLEARLY SHOWN IN THE ATTACHMENTS. IF THE DRAWING(S) AND/OR SKETCH ARE NOT CLEAR, LEGIBLE, AT AN APPROPRIATE SCALE, AND PROVIDE THE INFORMATION REQUESTED ABOVE, THE APPLICATION WILL BE RETURNED TO THE APPLICANT.

A large rectangular area filled with a fine grid pattern, intended for the applicant to draw and provide project details as specified in the instructions above.