



# SEWER PERMIT APPLICATION

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

## NOTES TO APPLICANTS:

- 1) A sewer permit is required for any new sewer connection or reconnection; temporary disconnection or permanent disconnection of any sewer lateral; alteration, replacement, or repair of any sewer lateral within any portion of the public 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. See table N.J.A.C. 7:14A-23.3 for anticipated daily volume of sewage by type of establishment.
- 2) The applicant must call the Sewer Department at (609) 497-7639 to 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. Inspections must be scheduled at least one day ahead and 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.
- 3) For projects that require the installation of tee, wye, saddle, or maintenance hole connections to the public sewer or other work directly performed on the public sanitary sewer, submit a Certificate of Insurance with the minimum limits and types of insurance and hold harmless clause 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) After a sewer permit is approved for a disconnection, the property must be physically disconnected from the sewer prior to obtaining a demolition permit from the Construction Department. 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.
- 6) Sewer connection fees are assessed in accordance with Ordinance 2022-13, Ordinance 2021-35, N.J.S.A. 40A:26A-11 et seq., and N.J.A.C. 7:14A-23.3 et seq., as may be amended. Permits are valid for two years. The sewer connection fee shall be calculated pursuant to the rates in effect at the time of application.
- 7) The applicant shall be obligated to pay a sewer connection fee 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;
  - 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 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
  - d. A previously disconnected property is reconnected to the sewer (does not apply to properties temporarily disconnected less than 12 consecutive months).



# SEWER PERMIT APPLICATION

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

## NOTES TO APPLICANTS (CONT.):

- 8) The current sewer connection fee for a three-bedroom or larger residential dwelling is \$12,110.87. Sewer connection fees for other uses are calculated by multiplying the sewer connection fee rate (currently set at \$40.37 per gallon per day) by the anticipated daily volume of sewage for the property.
- 9) The anticipated daily volume of sewage is calculated in accordance with table N.J.A.C. 7:14A-23.3. If the proposed project does not match an establishment type listed in the table, the applicant may propose an alternate calculation, subject to approval by the Sewer Engineer.
- 10) The applicant may be eligible for:
  - a. a credit for the existing use of the property per table N.J.A.C. 7:14A-23.3; and/or
  - b. a 50% credit for each machine in commercial laundromats; and/or
  - c. a 50% credit for affordable housing units, including affordable units in inclusionary projects.
- 11) Do not submit payment for a sewer connection fee until the Sewer Department has reviewed and approved the application. At this time, the Sewer Department only accepts payment by check.
- 12) 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 the sewer permit application. Visit the Sewer Department web page ([www.princetonnj.gov/sewer](http://www.princetonnj.gov/sewer)) for further guidance.
- 13) If the project will involve occupying or excavating in the public right-of-way or easements, the applicant must additionally 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 Mercer County or the NJDOT, respectively.
- 14) 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 Construction Department for that purpose. Please contact the Construction Department office for further guidance.
- 15) 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.” The contractor must delineate tree protection zones in accordance with Municipal Code Section 22-20.
- 16) 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.

Please contact the Sewer Department with any questions or visit the Sewer Department’s website ([www.princetonnj.gov/sewer](http://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  
 WWW.PRINCETONNJ.GOV/SEWER | (609) 497-7639 | SEWER@PRINCETONNJ.GOV

## ANTICIPATED DAILY VOLUME OF SEWAGE FROM N.J.A.C. 7:14A-23.3:

Type of Establishment	Measurement Unit	Gallons Per Day
<b>Residential Dwellings (single family home, duplex units, townhouses, condominiums, apartments)</b>		
1 bedroom unit	Per Dwelling	150
2 bedroom unit	Per Dwelling	225
3 bedroom unit or larger	Per Dwelling	300
1 bedroom unit (age restricted)	Per Dwelling	110
2 bedroom unit (age restricted)	Per Dwelling	170
3 bedroom unit or larger (age restricted)	Per Dwelling	225
<b>Transit Dwelling Units</b>		
Hotels	Bedroom	75
Lodging Houses and tourist homes	Bedroom	60
Motels and tourist cabins	Bedroom	60
Boarding houses (Max. permitted occupancy)	Boarder	50
<b>Camps</b>		
Campground/mobile rec. vehicle/tent	Site	100
Parked Mobile Trailer Site	Site	200
Children's Camps	Bed	50
Labor Camps	Bed	40
Day Camps - No Meals	Person	15
<b>Restaurants (including washrooms and turnover)</b>		
Average Restaurant	Seat	35
Bar/coctail Lounges	Seat	20
Fast Food Restaurant	Seat	15
24 hour service restaurant	Seat	50
Curb service/drive-in restaurant	Car Space	50
<b>Clubs</b>		
Residential	Member	75
Nonresidential	Member	35
Racquet club	(per court per hour)	80
Bathhouse with shower	Person	25
Bathhouse without shower	Person	10
<b>Institutions (includes staff)</b>		
Hospitals	Bed	175
Assisted living facility	Bed	100
Skilled nursing facility	Bed	75
Other institutions	Bed	125
<b>Schools (includes staff)</b>		
No shower or cafeteria	Student	10
With cafeteria	Student	15
With cafeteria and showers	Student	20
With cafeteria, showers and laboratories	Student	25
Boarding	Student	75
<b>Automobile service stations</b>		
	Per Filling Position	125
Service bays	Per Bay	50
Mini-market	Sq. Ft.	0.1
<b>Miscellaneous</b>		
Office buildings (gross area)	Sq. Ft.	0.1
Stores and shopping centers (gross area)	Sq. Ft.	0.1
Factories/warehouses (add process wastewater)	Employee	25
with showers, (add process wastewater)	Employee	40
Laundromats	Per Machine	580
Bowling alleys	Alley	200
Picnic Parks (restrooms only)	Person	10
Picnic Parks with showers	Person	15
Fairgrounds (based upon average attendance)	Person	5
Assembly halls	Seat	3
Airports (based on passenger use)	Passenger	3
Churches (worship area only)	Seat	3
Theater (indoor)	Seat	3
Dinner theater	Seat	20
Catering/Banquet Hall	Person	20
Sports stadium	Seat	3
Visitor Center	Visitor	5
Multi-member swimming pool	Person	15



# SEWER PERMIT APPLICATION

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

## PROJECT SITE PLAN / SKETCH:

THE APPLICANT MUST PROVIDE A SITE PLAN THAT SHOWS THE LOCATIONS OF THE BUILDING, LATERAL, CLEANOUTS, SEWER MAIN, PROPERTY LINES, EASEMENT(S), PIPE MATERIAL, PIPE LENGTH, PIPE DIAMETER, TREE LOCATIONS, AND OTHER PERTINENT INFORMATION. USE THE SPACE BELOW TO SKETCH THE SITE OR ATTACH A SEPARATE SITE PLAN. APPLICANT MUST ALSO SUBMIT COPIES OF ANY ARCHITECTURAL OR ENGINEERING DRAWINGS, PLUMBING SCHEMATICS, FLOOR PLANS, AND/OR OTHER DRAWINGS SUBMITTED TO THE CONSTRUCTION DEPARTMENT AND/OR ENGINEERING DEPARTMENT. 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, intended for the applicant to draw a site plan or sketch. The grid is composed of small squares and covers most of the page's width and height.



# SEWER PERMIT APPLICATION

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

## 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 ONLY ONE BOX BELOW TO INDICATE THE PURPOSE OF THIS PERMIT:

**SEPARATE APPLICATIONS ARE REQUIRED FOR DISCONNECTIONS AND RECONNECTIONS**

- TEMPORARILY DISCONNECTING FROM THE SANITARY SEWER (E.G. DEMOLISHING A BUILDING PRIOR TO CONSTRUCTING A NEW BUILDING)
- PERMANENTLY DISCONNECTING FROM THE SANITARY SEWER (THE SANITARY SEWER LATERAL IS BEING PERMANENTLY ABANDONED)
- RECONNECTING AFTER TEMPORARY DISCONNECTION (E.G. CONSTRUCTING A NEW BUILDING IN PLACE OF A DEMOLISHED BUILDING)
- MAKING A NEW CONNECTION TO SANITARY SEWER (PROPERTY OR NEW BUILDING WAS NOT PREVIOUSLY CONNECTED TO SEWER)
- ADDITION OR CHANGE IN USE OF PROPERTY WILL INCREASE DAILY VOLUME OF SEWAGE (ONLY IF NONE OF THE ITEMS ABOVE APPLY)
- REPAIRING, REPLACING, OR ALTERING A LATERAL IN THE RIGHT-OF-WAY OR EASEMENT (ONLY IF NONE OF THE ITEMS ABOVE APPLY)

### CHECK ALL ITEMS BELOW EITHER "YES" OR "NO":

- |   |  |
|---|--|
| <p>YES NO</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <input type="checkbox"/> SEWER BILLS HAVE BEEN PAID FOR PAST FIVE YEARS</li> <li><input type="checkbox"/> <input type="checkbox"/> PROPERTY CONNECTED TO SEWER FOR 20 OR MORE YEARS</li> <li><input type="checkbox"/> <input type="checkbox"/> TAPPING INTO OR WORKING ON PUBLIC SEWER (NOTE 3)</li> <li><input type="checkbox"/> <input type="checkbox"/> DAILY FLOW WILL INCREASE BY 15% OR MORE (NOTE 7.A)</li> <li><input type="checkbox"/> <input type="checkbox"/> NEW OR ADDITIONAL SEWER TAP / CONNECTION (NOTE 7.B)</li> <li><input type="checkbox"/> <input type="checkbox"/> ADDITIONAL DWELLING UNIT / SERVICE UNIT (NOTE 7.C)</li> <li><input type="checkbox"/> <input type="checkbox"/> CONNECTING AFTER &gt;12 MONTH DISCONNECTION (NOTE 7.D)</li> </ul> | <p>YES NO</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <input type="checkbox"/> PROJECT INCLUDES COMMERCIAL LAUNDROMAT (NOTE 10.B)</li> <li><input type="checkbox"/> <input type="checkbox"/> PROJECT INCLUDES AFFORDABLE HOUSING UNITS (NOTE 10.C)</li> <li><input type="checkbox"/> <input type="checkbox"/> PROJECT REQUIRES TREATMENT WORKS APPROVAL (NOTE 12)</li> <li><input type="checkbox"/> <input type="checkbox"/> PROJECT INVOLVES EXCAVATION IN PUBLIC ROAD (NOTE 13)</li> <li><input type="checkbox"/> <input type="checkbox"/> PROJECT REQUIRES CONSTRUCTION PERMIT (NOTE 14)</li> <li><input type="checkbox"/> <input type="checkbox"/> TREES WILL BE REMOVED OR IMPACTED (NOTE 15)</li> <li><input type="checkbox"/> <input type="checkbox"/> SEPTIC TANK WILL BE ABANDONED (NOTE 16)</li> </ul> |
|---|--|

GENERAL DESCRIPTION OF PROJECT:

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 A SITE PLAN / SKETCH SHOWING ALL NECESSARY SITE INFORMATION.**

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**CALL 609-497-7639 TO SCHEDULE A FIELD INSPECTION WITH THE SEWER DEPARTMENT**

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:
FIELD 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: