



STARK COUNTY METROPOLITAN SEWER DISTRICT

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Board of Commissioners

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STARK COUNTY SANITARY ENGINEERING DEPARTMENT WATER SERVICE POLICIES AND PROCEDURES

I. GENERAL

These Policies and Procedures for connection to the Stark County Water System are added as an appendix to the Stark County Metropolitan Sewer District Rules and Regulations established by resolution adopted by the Board of County Commissioners of Stark County, Ohio. These Policies and Procedures have been reviewed and approved as per the Resolution date provided on the inside cover of these Rules and Regulations.

Owner/plumber must obtain an inspection application; the current fee is \$70.00 Residential and \$90.00 Commercial (subject to change without notice), from the Stark County Health Department (CHD), for inspection to determine the suitability of internal plumbing. This inspection is required before an application for water service can be obtained. All applicable fees are payable upon receipt of the application for a permit to connect. The meter yoke required for installation of the meter will be provided to the owner/plumber at this time. A consent form to allow the Sanitary Engineering Department (SED) personnel to enter owner's premises and do any necessary excavation to install the service line will be signed at this time. All plumbers must be registered by the CHD and provide evidence of such at the time of application.

All service lines shall be Type "K" soft copper conforming to ASTM B88, joints may be compression or flared. Solder joints are prohibited in the service line from the curb stop through wall of structure, however, non-lead solder joints may be used inside the structure (see Figure 1). The service line shall be ductile iron pipe if size exceeds 2 inches in diameter. The size of the service line, in all cases, shall be not less than 1-inch nominal diameter. Non-residential or multi-unit service lines are to be sized by the SED and should be based on the following information as a minimum:

1. Minimum and Maximum demand (GPM)
2. Continuous daily demand, if *any* (GPM)
3. Required pressure at meter (PSI)
4. Site plan of building showing distances to property lines, as well as elevations.

II. PROCEDURES

A plumbing permit must be obtained from the CHD. (If plumber is making the connection, he must obtain a permit.) After inspection by CHD, an application for a connection permit must be completed. In the event of new construction, the rough plumbing must be approved by the CHD. All fees are to be paid at this time. After the curb box is installed by SED, the permit may be obtained. Inspection must be scheduled at 330-451-2304, a minimum of 24 hours prior to work being done. The service line ditch must be left open for inspection. If the line was pushed or bored, the excavation for connection to the curb stop must be left open. The backflow prevention device must be installed before water will be turned on. (See backflow prevention section.) Owner/Plumber must obtain final inspection from CHD within 48 hours of meter installation or SED may turn off the water. If the owner intends to leave his well in service, a Health Dept. variance must be obtained from CHD. The tap will not be made until proof of variance is provided. The well must be disconnected and inspected by CHD. A physical gap must be provided between well and public water service, if well is left in service (see "Existing Wells" section).

III. SERVICE LINE INSTALLATION

All service line locations will be determined by SED with consideration given to the owner's preference when possible. No service lines shall be installed under driveways, except where it is necessary to cross a driveway. The owner's service line shall be laid at a depth of not less than 4 feet or more than 6 feet below finished grade. If there is concern that the minimum 4 feet of cover will be maintained, a site plan must be provided to SED for review and/or finished grade stakes shall be provided. The owner's service line shall be laid in a separate trench, except in special cases as authorized by SED. In the event that the owner has the option of service from two locations (corner lots), the main nearest the service connection shall be used. SED will make final determination in these cases.

IV. SERVICE LINE INSPECTIONS

All service line connections to the curb box must be inspected and approved by SED personnel. Any connection that has been backfilled prior to inspection will not be approved until it is uncovered and a proper inspection has been made. Service lines will not be inspected prior to application for service and payment of all fees. Inspections will be made Monday through Friday, except holidays, free of any further charges, during the following hours: 8:30 a.m. - 11:30 a.m., and 1:00 p.m. - 3:00 p.m. The service lines will not be approved prior to full compliance with Stark County service line policies and procedures. Those service lines that are not in compliance or completed at the time of inspection will not be approved. Service lines, which are not approved, will require a second inspection at additional cost to the owner. Failure to install a service line on the day it is scheduled for inspection may result in a charge to the plumber for expenses incurred by the SED.

V. SED CONNECTIONS

SED connections will be made prior to owner or plumber installing the service line to building. Water will not be turned on until all connections are approved. Curb stops (valves) in the County's service lines are for the exclusive use and are under the control of SED. No persons, other than authorized SED personnel, are permitted to operate said curb stops. Only in cases where a curb stop is existing prior to the installation of *the* owner's service line shall the owner/plumber connect the service line to the curb stop, reset the curb box plumb and to finish grade and compact the backfill around the curb box.

VI. EARLY CONNECTIONS

Services may be installed into house basements prior to foundation walls being built. The end of the service line is to be turned up and coiled at the curb box. Connection to the curb box will not be permitted at this time. Connection to the curb box may be made when all of the requirements below are met.

Services may be connected to the curb box after foundation walls and first floor deck are installed. The Plumber must install the shut off valves, meter horn, backflow prevention device, and pressure regulator as per SED Figure 1 within 48 hours of connection to the curb box. The Builder, at no cost to the SED, will replace any damage to the service line or components caused by freezing, vandalism, or construction. A monthly charge of \$20.00 will be assessed to the builder until the water meter is installed, at which time actual meter readings will be used for billing purposes.

If the meter is not installed within 3 months of connection to the curb box, the monthly water bill will be increased to \$ 40.00 per month. Water use for lawn sprinkler systems will not be permitted until the water meter and a backflow prevention device are installed. The device in this case must be of the "Reduced Pressure Zone Principle" (RPZ) type, meeting ASSE 1013.

VII. METER SETTINGS

A typical meter installation is shown in FIGURES 1 and 2 on Pages 6 and 7 of this document. Location of all required valves and backflow prevention devices are shown. Provisions for installation of the water meter by SED must be made by the owner/plumber as follows (in new construction the rough plumbing must be approved by CHD):

1. Meter to be positioned in a horizontal plane for optimum performance.
2. Meter to be reasonably accessible for service and inspection.
3. Meter to be reasonably protected against freezing, mechanical damage & tampering.
4. Meter shall not be an obstacle or hazard to the owner or interfere with public safety.
5. Any meter yoke not installed in accordance with all SED requirements will be reinstalled at the sole expense of the owner/plumber.

VIII. EXISTING WELLS

When wells are abandoned (normal procedure), owner/plumber must notify CHD for inspection of abandonment. The current fee is \$70.00 (subject to change without notice). A firm registered with the State for well abandonment must be used. The well must be abandoned at the time of connection. If not, SED may turn off the water. The well abandonment procedure must be approved by CHD. Procedures and well abandonment forms are available from the CHD. To keep a well in service, the owner must obtain a variance from CHD. If the well is kept in service, an Ohio EPA approved backflow prevention device must be installed and approved by the CHD. The device in this case must be an RPZ device.

IX. BACKFLOW PREVENTION

Inspection of all services for actual or potential cross connection will be made by CHD. At a minimum, all services will be required to have a backflow prevention device meeting ASSE 1024 Standard (latest edition). All commercial properties shall have a RPZ ASSE 1013 installed as directed by SED. Services with wells still in use or other potential hazards to the County's water system will be required to have an RPZ device, ASSE 1013 installed.

High hazard type backflow prevention devices, as noted in Rules and Regulations 21.03.03 and 21.03.04, must be tested annually by a state certified tester in order to assure they are in proper working order and rebuilt as necessary. The cost of the devices, installation, testing and maintenance is at the sole expense of the owner.

X. THERMAL EXPANSION TANKS & PRESSURE REGULATOR

All water heaters shall be equipped with an expansion tank or other device designed in accordance with accepted engineering practices for thermal expansion control. The cost of the tank(s), installation, and any necessary repair or replacement, is at the sole expense of the owner. All connections shall require a pressure regulator.

XI. WATER SERVICE DISCONNECTS

A customer approaching their third month of delinquent water payments is sent a letter from the Billing Department indicating their delinquent status as a potential for having their water service shut off. The letter will be sent out to the service address and owner of property. No checks will be excepted after the letter is mailed and payment can only be made with credit card, cash, money order, or certified checks.

The day after bills are mailed, and three working days prior to the water being disconnected, a red door hanger is placed at the service address. The red card reads as follows:

The front side of card reads as follows:

**Stark County Metropolitan
Sewer District Water Division
Disconnection Notice**

ACCT. NO. _____

Name: _____

Address: _____

Date: _____

Water Service to this residence has been disconnected due to non-payment. See the reverse side for conditions to restore service.

Reverse side of card reads as follows:

Water service to this residence has been disconnected due to non-payment.

Water service will be restored within two working days (not including weekends and holidays) upon receipt of all past due amounts, plus a service charge. The service charge is \$30.00. These amounts must be paid at our offices at 1701 Mahoning Road NE, Canton, Ohio; Monday through Thursday between the hours of 8:00 A.M. and 4:25 P.M.

We regret this inconvenience; if you have any questions, please contact us at the phone numbers listed below.

Monday thru Friday: 8:00 to 4:25Phone: 330-451-2306

After Normal Business HoursPhone: 330-451-2320

STARK COUNTY METROPOLITAN SEWER DISTRICT

Water Division

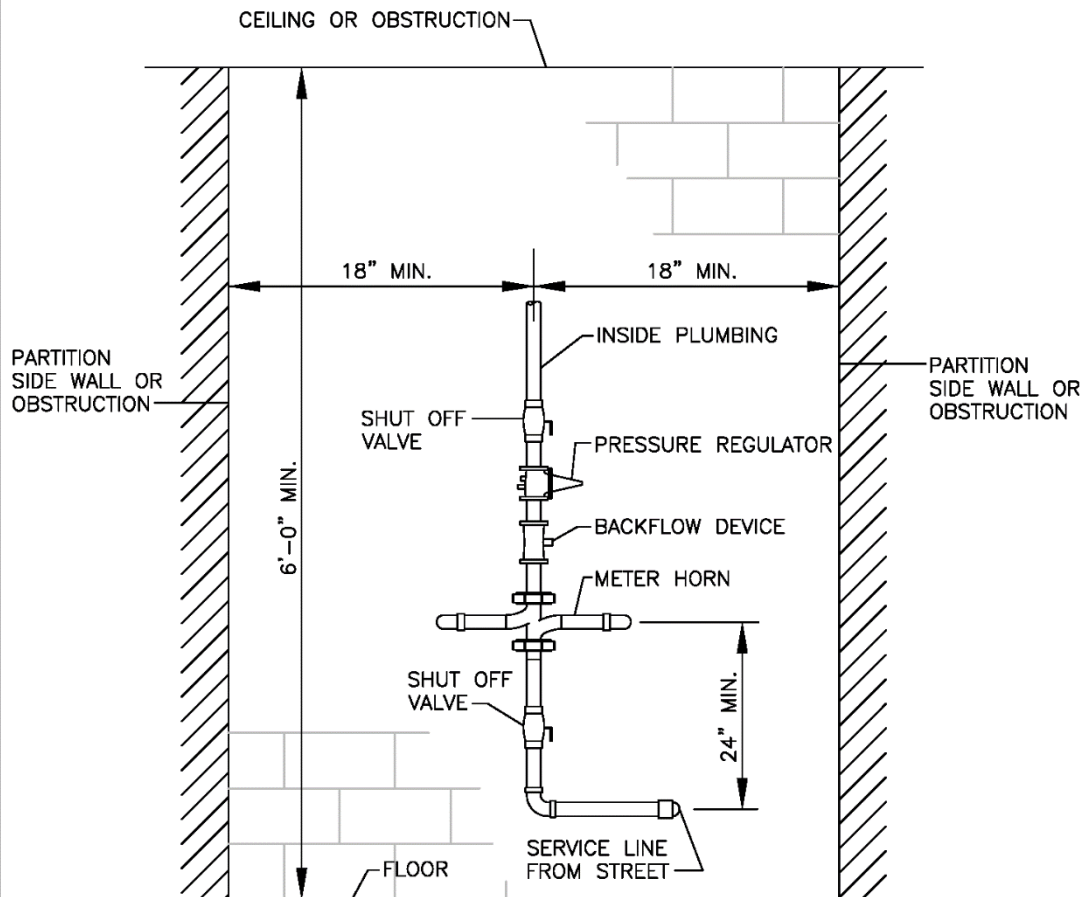
Note: Bring this card with you when paying delinquent charges.

After three days and on the day of the shut off, but before the water is turned off, a blue card is hung on the door, which has the information and instructions for getting service reinstated.

After payment, the water service will be reinstated within two working days.

FIGURE 1

DWG. NO. 38



NOTES:

MINIMUM WALL CLEARANCE IS 30"

METER HORN TO BE INSTALLED WITHIN 2 FEET
OF SERVICE LINE ENTRANCE FROM STREET.

APR 10/2014

REVISION	DATE	BY

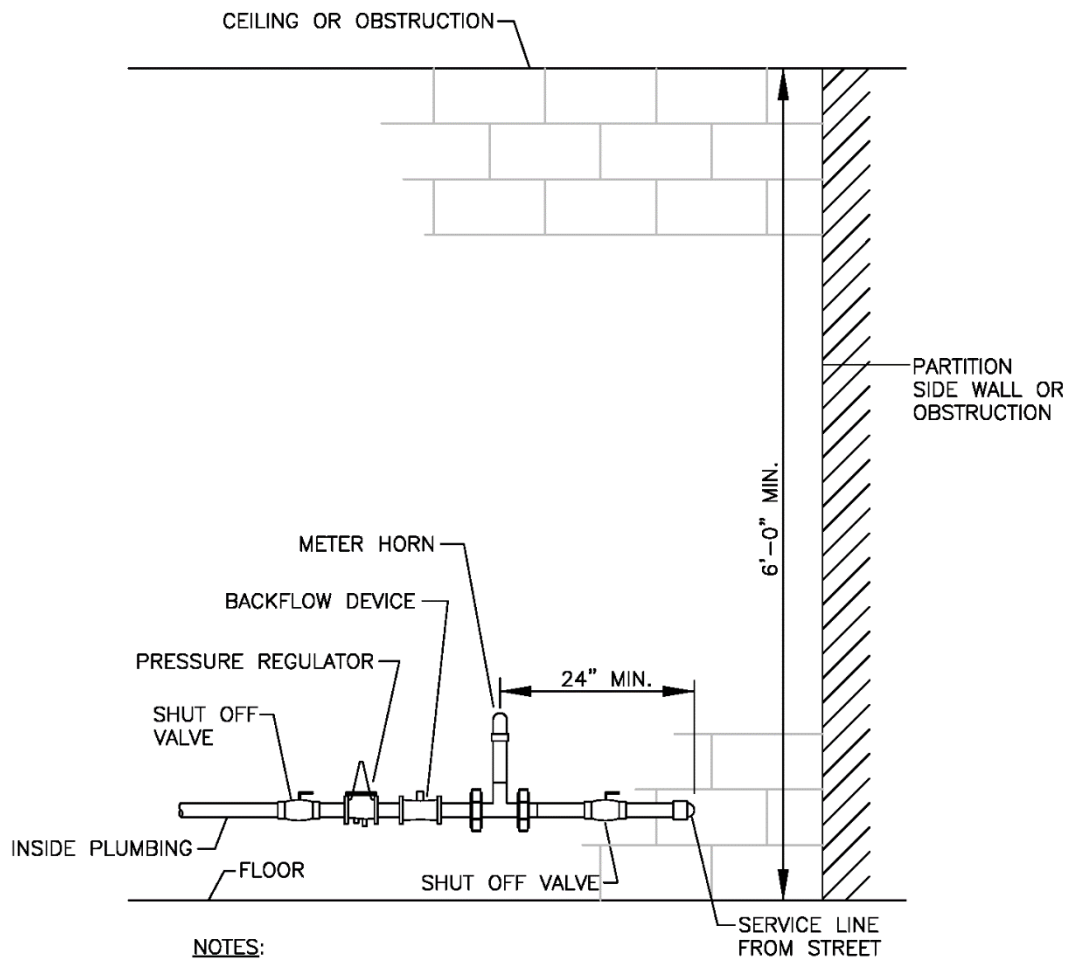
STARK COUNTY SANITARY ENGINEERING DEPT	
DETAIL DWG. NO.	38
VERTICAL STANDARD CLEARANCE FOR INDOOR WATER METER (RESIDENCE & SMALL BUSINESS)	

NO SCALE

C:\ENGINEERING\DESIGN\STANDARDS & DETAILS\Standard of Detail Drawings\W08-W09 Indoor Water Meter Detail.dwg, 11/02/2014 9:27:11 AM

FIGURE 2

DWG. NO. 39



NOTES:

MINIMUM WALL CLEARANCE IS 30"

METER HORN TO BE INSTALLED WITHIN 2 FEET OF SERVICE LINE ENTRANCE FROM STREET.

APR'D 10/2014

REVISION	DATE	BY

STARK COUNTY
SANITARY ENGINEERING DEPT

DETAIL DWG. NO. 39
HORIZONTAL STANDARD CLEARANCE
FOR INDOOR WATER METER
(RESIDENCE & SMALL BUSINESS)

NO SCALE