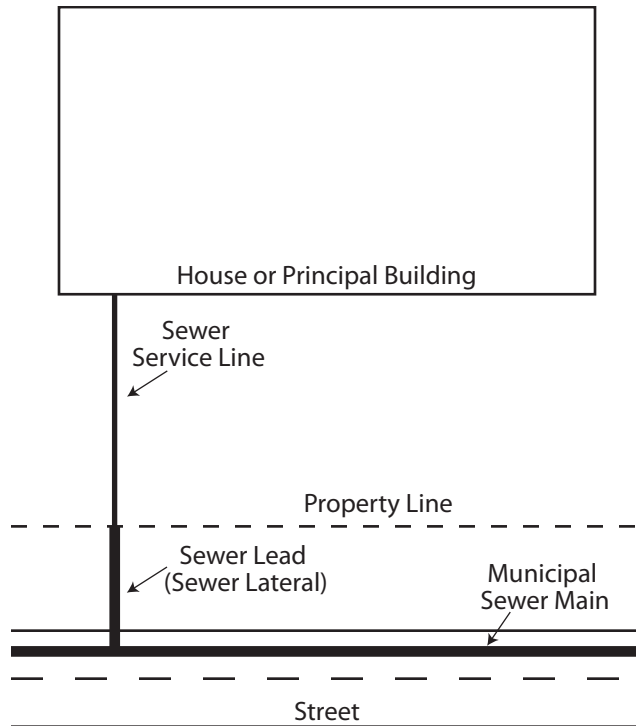


The graphic below shows the components of municipal sewer service. The property owner must install a **sewer service line** from the sewer lead to the building. In some cases, a **sewer lead** may also need to be installed for sewer connection.



Financial Assistance

Funding assistance for sanitary sewer connection may be available from the Community Development Block Grant Program, administered by the Department of Community Development. Assistance is provided in the form of a low-interest deferred loan and is subject to availability of funds and qualifications of the applicant.

Connecting to City of Portage Sanitary Sewer



For information contact:

Department of Community Development
7900 South Westnedge Avenue
Portage, Michigan 49002
269-329-4477

03/14



City of Portage

7900 South Westnedge Avenue • Portage, Michigan 49002

www.portage.mi.gov

Guidelines for Connecting to Portage Sanitary Sewer

Municipal Sanitary sewer service is available in most areas of the City of Portage. Property owners of a house or other principal building in an area served by the utility may find the following information helpful when considering connection to municipal sanitary sewer.

Connection to City of Portage municipal sanitary sewer eliminates the need for the ongoing maintenance and servicing of septic systems and provides a manner of improved sewer waste disposal. Connection to municipal sanitary sewer is simple and convenient by following these four easy steps:

1. Contact the Department of Community

Development to initiate a sewer-use permit.

Information provided by the property owner or licensed contractor, including the property address, property owner contact information and general information about the building, combined with city as-built utility records, is needed to begin the process. The sewer-use permit is used to determine: if a sewer lead (the lateral pipe from the sewer main in the street to the property line) is present or needs to be installed; the cost of assessment fees, if applicable; sewer connection charges and other conditions that may be unique to the property. Once the sewer-use permit is reviewed and processed by Community Development staff, the property owner will be contacted and advised of connection-related charges. Fees associated with the sewer use permit for items such as the sewer connection charge (tap fee) or assessment may be necessary. Fees due on the sewer-use permit must be paid prior to proceeding with

the sewer connection. If a sewer lead is not present, the property owner must make arrangements with a licensed contractor for the sewer lead installation.

2. Select a private contractor to install the sanitary

sewer line. The sanitary sewer line runs from the sewer lead (located at the property line) into the building. In most cases, property owners must select a State of Michigan licensed contractor to perform the installation of the sanitary sewer line. The state does, however, allow a property owner the opportunity to complete the work if it is the property owner's primary place of residence and if the property owner is qualified to perform the installation. As a helpful hint, it is beneficial to receive several quotes from various contractors to ensure a fair cost. It is important that the communication between the property owner and the contractor is clear regarding the scope of the project and site restoration expectations. It is also wise to request references from the contractor to help ensure the project will be completed satisfactorily.

3. Ensure the necessary plumbing permit is obtained.

Most area contractors are aware of City of Portage permitting requirements and will obtain the necessary plumbing permit. Property owners should request a copy of the permit from the contractor for their records. In the process of issuing a plumbing permit, the Department of Community Development will ensure that the contractor is properly licensed by the State of Michigan. If a property owner plans to undertake the work, a plumbing permit is still required. Once the sanitary sewer line is installed, an inspection by the City of Portage Plumbing Inspector must be performed before the work is concealed. It is the responsibility of the contractor or property owner to call the Department of Community Development to request

the inspection, providing a 24-hour notice. In the event the property is not connected to municipal water, a meter must be installed on the water line from the well to monitor the amount of water used for sewer billing purposes. There may be additional costs for a meter.



4. Ensure the septic system is properly abandoned.

The operation of private septic systems is under the purview of the Environmental Health Division of the Kalamazoo County Health and Community Services Department. For safety purposes it is strongly recommended that the septic system be pumped, crushed and filled when connecting to municipal sanitary sewer. Questions pertaining to septic systems and their abandonment may be directed to Kalamazoo County Environmental Health at (269) 373-5337.