

**LUCAS COUNTY SANITARY ENGINEER**  
**SEWER TAPPER'S LICENSE APPLICATION AND QUESTIONNAIRE**

**CHANGES ON QUESTIONNAIRE**

**\*\*\*\*\* PLEASE READ CAREFULLY \*\*\*\*\***

**LICENSE APPLICATION - 2026**

The application for building sewer construction form must be completed by a Licensed Sewer Tapper with all of the following in place. Type or print so information is legible.

1. Date
2. Complete address; house number, street name including Rd., St., Dr., Blvd., etc.
3. Legal description of property; tax district and parcel number, complete subdivision name and plat number. If acreage piece, write legal description.
4. Owner's name or builder's company name and address.
5. Tapper's company name
6. Signatures of both the sewer tapper and owner/builder. Application must be signed by owner/builder prior to issuance of permit (no exceptions). Sewer tapper may not sign for owner/builder.
7. Work must be completed within thirty (30) days of issuance of permit; if work is not completed, permit will be voided with no refund.
8. No transferring of permits is allowed once permits have been issued.
9. Contact the Sanitary Engineer's office for plan requirements.
10. Provide copy of safety plan.

Do not have the property owner/builder complete the application. This is the Contractor's responsibility. When printing information, make sure it is legible. This form is our record of construction to be kept on file in our office. If you do not have the information required, contact the property owner/builder. This information is supplied to the property owner/builder.

Applications submitted to our office without complete information listed, will not be accepted. All checks must be payable to the LUCAS COUNTY SANITARY ENGINEER and must be drawn from the TAPPER'S checking account (or cash) and NOT a property owner's check.

Requests for inspection must be received by the Lucas County Sanitary Engineer's office at least 48 HOURS IN ADVANCE, WHICH COINCIDES WITH PROPER NOTIFICATION TO OUPS. Inspections will be scheduled between 7:30 a.m. and 4:00 p.m., Monday thru Friday. Inspection cancellations must be called into our office by 9:00 a.m. on the day for which inspection was scheduled.

**NO TAPS SHALL BE MADE WITHOUT APPROVAL OF THE LUCAS COUNTY SANITARY ENGINEER'S OFFICE.**

No taps shall be made on weekends or county holidays without approval of the Lucas County Sanitary Engineer's office. The Contractor shall be responsible for all costs associated with taps made on weekends and/or county holidays. The LCSE will invoice the Contractor and all fees shall be paid prior to issuance of additional permits. No tap shall commence without an inspector from the office of the Lucas County Sanitary Engineer on site. Failure to comply will result in a suspension of this license.

**THE TAPPER MUST HAVE THE FOLLOWING ON SITE :**

1. Load of stone
2. Pump (operable with hose)
3. Proper tools (header puller) and equipment with adequate manpower  
(operator, pipe layer, laborer)

The application for sewer construction is an agreement between the property owner/builder and sewer contractor. This application informs our office that the sewer tapper has the owner/builders' permission to do the work.

## QUESTIONNAIRE – 2026

The purpose of this questionnaire is to give the Sanitary Engineer some information regarding the applicant's ability to construct and tap County sewers; knowledge of the department's regulations; safety protection and to provide the tapper with the proper information from which to make a tap.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Length of time in the sanitary sewer business (5 years minimum)? Please explain: \_\_\_\_\_

Have you performed building sewer service connections? Please explain: \_\_\_\_\_

Last three (3) places of employment?

- |          |                     |
|----------|---------------------|
| 1. _____ | No. of years: _____ |
| 2. _____ | No. of years: _____ |
| 3. _____ | No. of years: _____ |

Have you read and are you familiar with the "building sewers and connections" regulations? \_\_\_\_\_

What is the minimum slope of a service connection? \_\_\_\_\_

What is the minimum size of pipe required? \_\_\_\_\_

Please explain why storm water connections to the sanitary sewers are prohibited. \_\_\_\_\_

How do you ensure support of building sewer when crossing another sewer or drainage pipe?

Will you perform work in accordance with all current regulations that govern your work in Lucas County (OSHA, Ohio Industrial Commission, OEPA ...)? \_\_\_\_\_

**REFERENCES: (Give the names of three entities and phone numbers where you currently hold tappers licenses.)**

- |          |              |
|----------|--------------|
| 1. _____ | Phone: _____ |
| 2. _____ | Phone: _____ |
| 3. _____ | Phone: _____ |

Give the name and type of equipment you intend to use as a sewer contractor.

_____	_____
_____	_____
_____	_____

**The following may result in the loss of your license:**

- 1. Digging before obtaining markings/confirmations from the Ohio Utility Protection Service (O.U.P.S.).**
- 2. Performing repair work on a sanitary sewer mainline, manhole or sanitary lateral without obtaining a permit and arranging for inspection from the office of the Lucas County Sanitary Engineer.**
- 3. Installing a sanitary sewer service lateral without obtaining a permit and arranging for inspection from the office of the Lucas County Sanitary Engineer.**
- 4. Being sited by OSHA for work site violations while performing work for the office of the Lucas County Sanitary Engineer.**
- 5. Performing work for the office of the Lucas County Sanitary Engineer without or with fraudulent insurance liability or up-to-date Worker's Compensations forms.**
- 6. Leaving a work site unattended or not closed up.**
- 7. Failing to restore a work site in a timely fashion.**

I have read and understand this license application, questionnaire and attached "building sewers and connections" regulations and agree to conform to the requirements of the Lucas County Sanitary Engineer's Office.

X: \_\_\_\_\_

X: \_\_\_\_\_

Approved this \_\_\_\_\_ day of \_\_\_\_\_ , \_\_\_\_\_

OFFICE OF COUNTY SANITARY ENGINEER

by \_\_\_\_\_  
Assistant Sanitary Engineer