

Application Instructions

You will need the following information to complete and process your application.

1. Construction Address and Real Estate Tax Bill:

The Address of the building being connected and a copy of the real estate tax bill must be submitted with application, or the application will not be processed. If you do not have a tax stub, one can be obtained from the Auditor's Office at the Ohio Building, Third floor, 175 South Main Street, Akron, Ohio.

2. Legal Owner (s):

The name and address of the person holding the title to the property which is being connected.

3. Excavator:

All excavators making connections to Summit county main lines must be registered with the Department of Environmental Services (DOES) and named on the application. A current list of registered excavators is available in the department's Permit Division (330 926-2414).

4. Road Opening Permit Number:

A road opening permit may be required by the State, County, City, Village, or Township in which construction is taking place. If so required, the road opening permit number must be noted on the application.

5. Type of Building:

Please indicate the type of building (s) to be connected: New, Addition, Existing.

6. Water Source:

Please indicate the source of water supply to the building (s) to be connected.

7. Type of Dwelling to be Connected:

A wastewater questionnaire must be completed if the building (s) involved is for commercial or industrial use. Under those circumstances, you will need to do the following:

- A)** If the type of building (s) is not listed on the questionnaire, contact the Permit Division at 330-926-2414, or toll free 1-800-821-8257.
- B)** Site Utility Plan must be submitted with the application (2 copies).
- C)** Plumbing Isometric must be submitted with the application (2 copies).
- D)** A minimum of two (2) weeks is necessary for processing these applications.

8. Agreement: Please Read Item # 9 of the Application Very Carefully!

If the water source for this construction address is controlled by an entity other than Summit County, the legal owner must sign on the line "Signature-Owner/Agent".

Please do not submit fees until the amount has been confirmed.

The application must be signed before submission to the permit division.

Department number is 330-926-2414, or 1-800-821-8257. **The Excavator must have Permit and Attachments on the job sited during installation and signed by a DOES inspector after the job is completed.**

Please Keep This For Your Records