

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY
Brookfield Municipal Center – 100 Pocono Road, Brookfield Connecticut 06804
(203) 775-7319 Fax (203) 775-2614

LIST OF DOCUMENTS FOR APPLICATIONS

CHECK ALL THAT APPLY

- 1. APPLICATION REQUIREMENTS
- 2. APPLICATION FOR DISCONNECTION
- 3. SEWER USE/CONNECTION/DISCHARGE – APPLICATION
 - RESIDENTIAL
 - COMMERCIAL
 - INDUSTRIAL
- 4. MATERIAL AND CONSTRUCTION REQUIREMENTS
- 5. PERMIT TO CONNECT
- 6. DEP CAR WASH/VEHICLE SERVICE – OIL/WATER SEPARATOR
(Application to be filed with the Department of Environmental Protection
in Hartford)
- 7. TOWN OF BROOKFIELD ROAD EXCAVATION APPLICATION, TO BE
FILED WITH THE BROOKFIELD PUBLIC WORKS DEPARTMENT
- 8. APPLICATION FOR DISCHARGE PERMIT
- 9. PERMIT TO DISCHARGE

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APPLICATION REQUIREMENTS

- 1) Building Plan and Sanitary Sewer Piping Plan
- 2) Non-Refundable Application Fee
- 3) Inspection Fee, Design Review Fee and Legal Review Fee as Determined by the Authority
- 4) Grease Trap Approval for Restaurants, Food Service Facilities and All New Commercial Structures
- 5) DEP Permit for Industrial Discharges and All Commercial Discharges, as Required
- 6) Oil Water / Grit Separator Approval for Vehicle Wash or Service Station Drain
- 7) DEP Permit for Vehicle Wash or Service Drain and Oil Water Separator

A **PERMIT TO CONNECT** must be obtained **BEFORE** any sewer pipework can begin.

A **PERMIT TO DISCHARGE** (following construction and approval of installation) must be obtained **BEFORE** any Sewer Discharge to Municipal Sewer System is Authorized.

DO NOT FORGET: CALL BEFORE YOU DIG

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APPLICATION FOR SEWER DISCONNECTION PERMIT

DATE _____

OWNERS NAME _____ PHONE _____

ADDRESS _____

PROPERTY LOCATION(S) _____

SIZE OF LOT(S) _____

NO. OF SEPARATE COMMERCIAL UNITS _____

REASON FOR DISCONNECTION _____

FUTURE PLANS FOR EXISTING STRUCTURES _____

NAME/ADDRESS OF LICENSED CONTRACTOR _____

PHONE # _____

LICENSE # _____

REQUIREMENTS:

_____ AS-BUILT PLAN SHOWING THE LOCATION(S) OF SEWER LATERAL(S) TO BE DISCONNECTED & THE PROPOSED METHODS OF DISCONNECTION & REMOVAL OF THE SEWER LATERAL, CLEAN-OUTS, AND PLUGGING OF THE SADDLE AND/OR LATERAL

_____ APPLICATION FEE: \$400.00 DATE PAID _____ CK # _____

OWNER'S SIGNATURE _____ DATE _____

W.P.C.A. APPROVAL _____ DATE _____

PLEASE NOTE: SEWER DISCONNECTION(S) MUST BE DONE PRIOR TO DEMOLITION OF ANY BUILDING. SEE NEXT PAGE FOR REGULATION PERTAINING TO DISCONNECTION.

1.1.7 APPLICATION FOR DISCONNECTION OF EXISTING SEWER SERVICE

1.1.7.1 Application. A property owner planning to disconnect the existing sewer lateral on their property must submit an application for approval of the sewer disconnection and to have the disconnection inspected. The application shall include reasons for disconnection together with an explanation of the disposition/future plans for existing structures.

1.1.7.2 As-Built Site Plan. The property owner applying for such disconnection shall submit an as-built plan showing the location or locations of sewer laterals to be disconnected and the proposed methods of disconnecting and removal of the sewer lateral, clean-outs, and plugging of the saddle and or lateral.

1.1.7.3 Fees and Costs. The owner shall pay all appropriate application fees and costs for inspection, legal and engineering services and reviews.

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APPLICATION FOR SEWER USE/CONNECTION PERMIT
COMMERCIAL

APPLICATION # _____ DATE _____ EXPIRATION DATE (180 DAYS) _____

OWNERS NAME _____ PHONE _____

ADDRESS _____

PROPERTY LOCATION _____

BUSINESS AND/OR PRODUCTS _____ # EMPLOYEES: FT _____ PT _____

TYPE AND VOLUME OF SEWAGE _____

EST. PEAK FLOW _____ EST. AVERAGE FLOW _____

NO. OF SEPARATE COMMERCIAL UNITS _____

TYPE(S) OF BUSINESS(ES) _____

LAND USE COMM. STATUS: _____

REQUIREMENTS: SEWER PLAN _____ OIL SEPARATOR/GREASE TRAP _____

NAME/ADDRESS OF DESIGN ENGINEER _____

PHONE # _____

LICENSE # _____

ENGINEER'S
SIGNATURE _____ DATE _____

NAME/ADDRESS OF LICENSED INSTALLER _____

PHONE # _____

LICENSE # _____

APPLICATION FEES/REIMBURSEMENTS TO BE ESTABLISHED BY SEWER AUTHORITY

Application Fee (non-refundable) \$400.00 Design Review Fee: _____

Inspection Fee: _____ Legal Review Fee: _____

Performance Bond (if applicable): _____

DATE PAID _____ CK # _____

OWNER'S SIGNATURE _____ DATE _____

W.P.C.A. APPROVAL _____, CHAIRMAN

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APPLICATION FOR SEWER USE/CONNECTION PERMIT
INDUSTRIAL

APPLICATION # _____ DATE _____ EXPIRATION DATE (180 DAYS) _____

OWNER'S NAME _____ PHONE _____

ADDRESS _____

PROPERTY LOCATION _____ LAND USE COMM. STATUS: _____

BUSINESS AND/OR PRODUCTS _____ # EMPLOYEES: FT _____ PT _____

NATURE OF INDUSTRIAL WASTE _____

INDUSTRIAL DISCHARGE _____ GALLONS PER DAY

MAJOR WASTE PRODUCING OPERATION GREATER THAN >100,000 gal./yr? _____

METER FACILITIES REQUIRED Y _____ N _____

WASTE CHARACTERISTICS: _____

BOD ____ mg/l SUSPENDED SOLIDS _____ mg/l METALS _____ mg/l

CHLORINE _____ mg/l pH _____

REQUIREMENTS: SEWER PLAN _____ OIL SEPARATOR/GREASE TRAP _____
DEP PERMIT _____

NAME/ADDRESS OF DESIGN ENGINEER _____

PHONE # _____

LICENSE # _____

ENGINEER'S
SIGNATURE _____ DATE _____

NAME/ADDRESS OF LICENSED INSTALLER _____

PHONE # _____

LICENSE # _____

APPLICATION FEES/REIMBURSEMENTS TO BE ESTABLISHED BY WPCA

APPLICATION FEE (non-refundable) \$400.00 Design Review Fee: _____

Inspection Fee: _____ Legal Review Fee: _____

Performance Bond (if applicable): _____

Date Paid _____ CK # _____

OWNER'S SIGNATURE _____ DATE _____

WPCA APPROVAL _____ CHAIRMAN

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APPLICATION FOR SEWER USE/CONNECTION PERMIT
RESIDENTIAL OR MULTI-FAMILY

APPLICATION # _____ DATE _____ EXPIRATION DATE(180 DAYS) _____

OWNER'S NAME _____ PHONE _____

ADDRESS _____

PROPERTY LOCATION _____

ZONING DESIGNATION _____

SINGLE FAMILY _____ MULTI-FAMILY _____ # DWELLING UNITS _____

TYPE OF SEWAGE _____

EST. DAILY PEAK FLOW _____ EST. DAILY AVERAGE FLOW _____

REQUIREMENTS: SEWER PLAN _____ OIL SEPARATOR/GREASE TRAP _____

NAME/ADDRESS OF DESIGN ENGINEER _____

PHONE # _____

LICENSE # _____

ENGINEER'S
SIGNATURE _____ DATE _____

NAME/ADDRESS OF LICENSED INSTALLER _____

PHONE # _____

LICENSE # _____

APPLICATION FEES/REIMBURSEMENTS TO BE ESTABLISHED BY WPCA

Application Fee (non-refundable) \$250.00 Design Review Fee: _____

Inspection Fee: _____ Legal Review Fee: _____

Performance Bond (if applicable): _____

Date Paid _____ CK # _____

OWNER'S SIGNATURE _____ DATE _____

WPCA APPROVAL _____ CHAIRMAN

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**MINIMUM BUILDING SEWER MATERIAL AND CONSTRUCTION
REQUIREMENTS, BUILDING CODE COMPLIANCE AND INSPECTION**

The size, slope, alignment, materials of construction of a building sewer, and the methods to be used in excavating, placing of the pipe, jointing, testing and backfilling the trench and connection for the building sewer to the public sewer shall all conform to the requirements of the Sewer Use Regulations of the Town of Brookfield and the Building and Plumbing Code. In the absence of code provisions or in amplification thereof, the materials and procedures set forth in appropriate specifications of the ASTM and Water Pollution Control Facility Manual of Practice No. 9 shall apply.

1. An existing building sewer being connected to the sanitary sewer may utilize the existing 4" pipe going to the septic tank and connect to the 6" lateral with the proper fitting.
2. A new building shall have a minimum 6" building sewer.
3. The slope of the pipe shall not be less than 1/4" per foot.
4. Whenever possible the building sewer shall be brought to the building below the basement floor.
5. No building sewer shall be laid parallel to or within 3 ft. of a bearing wall.
6. The building sewer shall be buried deep enough to protect from frost and physical damage.
7. No building sewer shall be built within 25 ft. of a well.
8. If a building sewer is built within 75 ft. of a well, all Health Department regulations must be followed.
9. The only acceptable pipe shall be PVC D3034 SDR 35, or extra heavy cast iron. All pipes shall be of the type with a bell and spigot with rubber gaskets. All pipes shall be laid with the bell facing upstream. Lubricant recommended by the pipe manufacturer shall be used for pipe jointing.
10. Changes in the direction of pipe shall be with proper fittings only.
11. If a building sewer crosses a water line within 18", a C-900 DR 18 PVC sleeve 20' long, 10' on each side of the water line s required along with the ends of the sleeve sealed with non shrink grout.
12. If the sewer and water lines have to be in the same trench, the water line must be on a shelf 18" above and 18" to the side of the sewer line.
13. A cleanout brought to ground level is required at the building and every 100' unless otherwise approved.
14. The building sewer shall connect to the building drain outside of the building wall. The building drain shall meet the requirements of the plumbing code.

15. The only acceptable pipe saddle shall be of 45 degree cast iron with a PVC Hub with stainless steel straps, with the flow direction downstream.
16. No pipe connection can be made or trench backfilled unless a WPCA representative is present.
17. The water level in the trench shall be maintained at a level below the building sewer.
18. Green utility marking tape shall be properly installed in the trench.
19. The pipe shall have a minimum of 12” of clean granular fill material above and below the pipe. Backfill and compaction under unpaved areas (not including unpaved driveways) shall be made with clean material with rocks no larger than 3 inches in diameter to prevent voids, and be compacted in 1 foot lifts.
20. All excavation shall be adequately guarded to protect the public from hazards.
21. Streets, sidewalks and other public property can be disturbed only after a permit has been issued by the Brookfield Public Works Department. Backfill and compaction under roads, sidewalks and other paved or unpaved public property or private driveways must meet Town of Brookfield Public Works Department requirements.
22. An acceptable “as-built” drawing of the sewer installation including any grease trap or oil/water separator shall be submitted to the WPCA before a discharge permit will be issued.
23. Septic tank abandonment must conform to WPCA requirements.
24. A Call Before You Dig ticket number must be submitted before an application can be processed.
25. Two (2) working days notice is required to schedule an inspection by the WPCA.
26. No sewer use/connection permit shall be issued unless the applicant has first provided the WPCA with all required deposits by cash, bank, or certified check.
27. Upon completion of the permit work in accordance with the WPCA regulations, unexpended amounts on deposit will be returned.

DO NOT FORGET: CALL BEFORE YOU DIG 1-800-922-4455

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APPLICATION FOR DISCHARGE PERMIT

DATE _____

OWNER'S NAME _____ PHONE# _____

ADDRESS _____

SEWER USE/CONNECTION PERMIT: # _____

PROPERTY LOCATION _____

AS-BUILT PLAN PROVIDED _____

PROVIDE FOLLOWING INFORMATION FOR ALL COMMERCIAL AND INDUSTRIAL USES:

TYPE AND VOLUME OF SEWAGE _____

EST. PEAK FLOW _____ EST. AVERAGE FLOW _____

NO. SEPARATE COMMERCIAL UNITS _____

NAME & TYPE(S) OF BUSINESS(ES) _____

DEP PERMIT _____

ADDITIONAL INFORMATION FOR COMMERCIAL USES:

EMPLOYEES: FT _____ PT _____

SEPARATE SANITARY FACILITIES _____

SEATING CAPACITY _____ # PUBLIC TOILET FIXTURES _____

SINKS _____ # PUBLIC URINALS _____

BUSINESS HRS. _____ # WASHING MACHINES _____

HOSPITAL BEDS _____ # CAR WASH BAYS _____

PROVIDE FOLLOWING INFORMATION FOR RESIDENTIAL OR MULTI-FAMILY USES:

UNITS WITH KITCHEN & SANITARY _____

UNITS WITH SANITARY ONLY _____

UNITS WITHOUT SANITARY _____

TOTAL # SANITARY FACILITIES _____

THE AUTHORITY RESERVES THE RIGHT TO REQUIRE ADDITIONAL INFORMATION IN EXCEPTIONAL OR UNUSUAL CASES.

OWNER'S SIGNATURE: _____

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DISCHARGE PERMIT

APPLICATION # _____

ACCOUNT # _____

THIS PERMIT AUTHORIZES THE OWNER OF THE FOLLOWING PROPERTY
AT

**TO DISCHARGE SANITARY WASTE INTO THE TOWN OF BROOKFIELD
MUNICIPAL SANITARY SEWER SYSTEM IN ACCORDANCE WITH THE
PERMITTEE'S APPLICATION FOR DISCHARGE PERMIT AND SUBJECT TO
THE REQUIREMENTS OF AND THE LIMITATIONS IMPOSED BY THE SEWER
USE REGULATIONS AND ORDINANCES OF THE TOWN OF BROOKFIELD.**

AS BUILT PLAN SUBMITTED AND ACCEPTED

BROOKFIELD WPCA BY _____

DATE _____

**A CERTIFICATE OF OCCUPANCY MAY NOW BE ISSUED BY THE
TOWN OF BROOKFIELD BUILDING OFFICIAL**