



October 30, 2023

**SUBJECT: SEWER TAPPERS LICENSE RENEWAL FOR 2024**

Dear Tappers,

I hope that 2023 has been a good year for you. As we wrap up the year, please plan ahead for 2024.

To renew your license for 2024, please be sure to apply with these items:

1. Tappers Application completed for each individual that has passed the licensing test.
2. Official bond form or continuation certificate. Make sure all required signatures are present.
3. License fee of **\$210**. Note: this is an increase over last year. You can pay by check or credit card in person or online at [msdgc.org/development](https://msdgc.org/development).

**Incomplete applications will be returned unprocessed.**

All licensing paperwork should be directed to:

Metropolitan Sewer District  
Development Services Branch/Permits Section  
1600 Gest Street  
Cincinnati, Ohio 45204

We would like to remind you of several important items and policies:

- The tap-in-fees for 2024 are scheduled to be adjusted according to MSD Rules and Regulations Section 1215. The new fees will become effective on January 1, 2024. Enclosed is the 2024 schedule for your information. Any permit applications with tap-in-fees received **on or before close of business December 29, 2023**, will be processed at the current 2023 rate. All applications with tap-in-fees received after that date are to reflect the 2024 fee schedule. Please contact Development Services at (513) 244-1300 (Option 2) to confirm the appropriate tap-in-fee prior to the submission of your application.
- In accordance with MSD Rules and Regulations, **Section 1215 (B)(11)(c)** a tap-in-fee is required when a plumber **increases** the domestic water meter size, with a credit given for the old domestic meter size, **even when an MSD tap permit is not required**. Please note that you are responsible to communicate to your client that an MSD tap-in-fee is necessary when a project requires additional domestic water. MSD receives notices from the water districts when new meters are purchased. There have been multiple instances of projects being held at the last minute due to a failure to pay this fee. **If you purchase a meter for a project, PLEASE call Development Services at (513) 244-1300 (Option 2) to determine if a sewer fee is due!! Holding up your customer's Certificate of Occupancy for a surprise sewer fee is not good for your business.**
- **You are required to have an MSD inspector ensure that construction is performed per MSD Rules & Regulations.** Please have the trench, bedding and new pipe exposed for their inspection

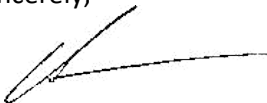
and perform the backfill over the pipe as per their direction. For permit inspection, **please contact our Construction Field Office at (513) 244-5537 between the hours of 7:00am and 9:00am or via email at [MSDWWEInspections@cincinnati-oh.gov](mailto:MSDWWEInspections@cincinnati-oh.gov)**. A representative from your company is to be at the job site when the inspection is performed to review and discuss any issues.

- **Special permits are required from this office for all sewer tap repairs** including sewer lining, sewer abandonments, and pipe bursting projects. We understand some repairs are urgent and at times can be classified as an emergency repair. These applications will be handled with an equal sense of urgency and applications can be emailed to [MSDTapPermits@cincinnati-oh.gov](mailto:MSDTapPermits@cincinnati-oh.gov)
- MSD Rules & Regulations, Section 1213 indicates that MSD can charge additional inspection time for (1) return trips due to lack of expected progress, (2) emergency conditions necessitating immediate response and (3) abnormal working hours. In the opinion of the MSD Field Office, if the above construction situations occur, MSD will charge additional time and your company will be billed for special services of inspection time at a rate per hour. See the enclosed fee schedules regarding the rate per hour.
- **Dry tap permits do not allow connections to structures.** Please be sure and coordinate that your general contractor and/or inside plumbing contractor and owner are aware that a full permit **MUST** be pulled from MSD before a structure is connected to the dry tap. **Tap-in-fee is required at the time the permit is pulled.** This may delay MSD's approval of the final Certificate of Occupancy if the permit is not pulled and the work not inspected.

MSD Development Services business hours are 7:30 a.m. to 4:00 p.m., Monday through Friday, excluding holidays. We are located at 1035 Woodrow St. 45204. Our phone number is (513) 244-1300 (Option 2). Our email is [MSDTapPermits@Cincinnati-OH.gov](mailto:MSDTapPermits@Cincinnati-OH.gov).

If you have any questions concerning the above, please contact Rob Kern, Permitting Supervisor, at (513) 244-5588 or via email at [Rob.Kern@cincinnati-oh.gov](mailto:Rob.Kern@cincinnati-oh.gov).

Sincerely,



Rob Kern  
Engineering Technical Supervisor, Development Services Branch  
Wastewater Engineering Division  
Metropolitan Sewer District of Greater Cincinnati

Enclosures

c: Bruce Crase, Hamilton County Building Department  
Raj Chunder, CAGIS  
Art Dahlberg, City of Cincinnati Building Department  
Lauren DeGoricia, MSD/OOD  
Ian Franke, City of Cincinnati Plumbing  
Amanda Gray, MSD/WWA  
Sean Moore, Hamilton County Plumbing  
Aly Ouermi, MSD/WWT  
David Raffenberg, MSD/WWE  
Eric Saylor, SMU  
Matt Spidare, MSD/WWE  
Tony Yee, MSD/WWE  
Field Office, Ohio Valley Development Council, 415 Glensprings Dr., Cincinnati Ohio 45246  
Hamilton County Soil & Water Conservation District, 1325 E Kemper Rd. #115, Cincinnati Ohio 45246  
PHCC of Ohio, 8226 Stoney Brook Dr., Chagrin Falls Ohio 44023

## 2024 Charges and Assessment Credit Adjustments

Effective January 1, 2024

SECTION	SERVICE/ITEM	2023 CHARGE	2024 CHARGE
1007	Fee for preparation of as-built drawings	\$500 for first two segments - \$100 each additional segment	\$530 for first two segments - \$110 each additional segment
1212	Sewer Tapper License Fee	\$200	\$210
1403	Holding Tank Discharge Permit Fee	\$200 per vehicle	\$210 per vehicle
1404	Holding Tank Waste Disposal Fee	\$7 per 100 gals. Holding Tank Capacity	\$7 per 100 gals. Holding Tank Capacity
1540	One-Time Discharge Permit Fee	\$450 each	\$480 each
1809	Construction Inspection Fee	\$100 per hour	\$110 per hour
1216A	Single Family Assessment Credit	\$10,100	\$10,700

## Sewer Tap Permit Fee

WATER METER SIZE	2023 FEE	2023 FEE
5/8" & 3/4"	\$5,030	\$5,350
1"	\$9,120	\$9,690
1 ½"	\$20,850	\$22,150
2"	\$37,540	\$39,870
3"	\$85,130	\$90,420
4"	\$152,020	\$161,460
6"	\$343,880	\$365,230
8"	\$612,290	\$650,320
10"	\$956,180	\$1,015,550
12"	\$1,375,520	\$1,460,940

## 2024 Building Sewer Inspection Fees Table

*MSD Rules and Regulations Article XVIII Section 1809*

Feet of Pipe	251-350	350-500	501-650	651-800	801-950	951-1100	1101-1250	1251-1400
Hrs Required for Inspection (est)	1	2	3	4	5	6	7	8
Fee	\$110	\$220	\$330	\$440	\$550	\$660	\$770	\$880

- I. No inspection fee charged for Building Sewers less than 250 feet in length.
- II. Permits issued for work scheduled under 250 feet in length can be subject to a \$110 minimum charge for required subsequent visits by an MSD inspector.
- III. For building sewers in excess of 1,400 feet, the contractor is required to submit, in writing, an estimate for the number of work hours they are expected to be working. Based upon this estimate, MSD will require an inspection fee equal to 2 hours of inspection time per 8-hour shift. For example, if a licensed sewer tapper is expecting to be working for five 8-hour days, then MSD will require an inspection fee of 4 days X 2 hours per day X \$110 per hour = \$880.
- IV. MSD's inspection fee fluctuates each year based upon Section 1809 of MSD's Rules and Regulations. Currently the fee is \$110/hour.



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## 2024 Inspection Fee Tabulation Sheet

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Project Name: \_\_\_\_\_

Sewer Number: \_\_\_\_\_

MSD Licensed Sewer Contractor's Company Name: \_\_\_\_\_

MSD Tapper License #: MT00 \_\_\_\_\_

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Total Number of Manholes: \_\_\_\_\_ x \$740 per Manhole = \_\_\_\_\_

Total Length of 8" or Larger Main: \_\_\_\_\_ x \$7.00 pr LF = \_\_\_\_\_

Total Amount of Deposit: \$ \_\_\_\_\_

Check Amount: \_\_\_\_\_ Check No.: \_\_\_\_\_

Payer: \_\_\_\_\_

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*The above fees are based upon \$110/hr.  
If additional inspection is necessary, appropriate fees will be billed.*

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Approximate Sewer Construction Starting Date: \_\_\_\_\_

### Licensed Sewer Contractor's

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Receipt Number: \_\_\_\_\_



# 2024 Sewer Tap Permit Fees and Document Requirements

## Development Services

Mailing Address: 1600 Gest St., Cincinnati, Ohio 45204

Office: 1035 Woodrow St., Cincinnati, Ohio 45204

(513) 244-1300 (Option 2)

[www.msdc.org/development](http://www.msdc.org/development)

[MSDTapPermits@cincinnati-oh.gov](mailto:MSDTapPermits@cincinnati-oh.gov)

## Items Necessary to Acquire a Sewer Tap Permit from MSD Include:

1. Approved Availability of Sewer Service application.
2. A contractor that is licensed by MSD.
3. Completed MSD Sewer Tap Permit application form.
4. Copy of the building permit.
5. Appropriate Greater Cincinnati Water Works (GCWW) form (in special cases a letter stating the domestic meter size).
6. Detailed site plan, showing the building sewer with sea level elevation at the sewer main and the lowest floor elevation of the building. For developments tributary to sanitary sewers, the site plan must demonstrate that no clean water connections such as a foundation or footer drains are connected to the sanitary building sewer.
7. The sewer main being tapped must have been tested and approved.
8. Street opening permit, where applicable (State, County, City of Cincinnati and other municipalities).

### Please Note:

- All permits for stormwater connections to a City of Cincinnati storm sewer will be issued by the city’s Stormwater Management Utility (SMU) at (513) 591-5050 or [StormwaterManagement@cincinnati-oh.gov](mailto:StormwaterManagement@cincinnati-oh.gov).
- For permits to convert from a septic system to sewer service, a Sewer Tap Permit Fee per the fee schedule listed below is due unless the property is a single-family residence or a condominium. The Sewer Tap Permit Fee for such a permit is \$480.00 for a single-family residence or condominium unit.
- Visit our website at [www.msdc.org/development](http://www.msdc.org/development) for forms and instructions.

## Sewer Tap Permit Fees are Effective January 1, 2024

*Please make check payable to “Treasurer, City of Cincinnati/MSD”*

Meter Size	Up to 3/4”	1”	1 1/2”	2”	3”	4”	6”	8”	10”	12”
Sewer Tap Permit Fee	\$5,350	\$9,690	\$22,150	\$39,870	\$90,420	\$161,460	\$365,230	\$650,320	\$1,015,550	\$1,460,940

The above Sewer Tap Permit Fee schedule is based upon the size of the domestic water meter providing service to the structure as required by the MSD Rules & Regulation (Section 1215). All properties shall be subject to all applicable sewer service charges, assessments, connection charges, and sewer tap permit fees which have been or may be established by the Board of County Commissioners in effect at the time such fees are collected.

- Full time inspection (\$110 per hour) required on 8” inch building sewers or larger with manholes and for special services.
- Sewer main installations require a deposit based on: \$7.00 per linear foot and \$740 per manhole (based upon \$110 per hour).

**THE METROPOLITAN SEWER DISTRICT OF GREATER CINCINNATI  
LICENSED SEWER TAPPER'S BOND**



<b>RECEIPT NO#</b>	<b>DATE ISSUED:</b>	<b>LICENSE NO.</b>
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We

\_\_\_\_\_  
(Business Name)

\_\_\_\_\_  
(Licensee)

\_\_\_\_\_  
(Mailing Address)

\_\_\_\_\_  
(City)      (State)      (Zip Code)

\_\_\_\_\_  
(Business Phone)

And \_\_\_\_\_ surety (sureties) are held and firmly bound unto the Metropolitan Sewer District of Greater Cincinnati (“MSD”), in the penal sum of Ten Thousand Dollars (\$10,000.00) for the payment of which we hereby jointly and severally bind ourselves and our legal representatives

The conditions of the above obligation are such that, whereas, the above-named principal has made application to the Director of MSD for a license as a sewer tapper, for the period ending December 31, \_\_\_\_\_, to carry on the business, undertake the employment and do the work of tapping and making connections with the public sewer and drains of MSD and of building for private use such lateral drains, with approved fixtures and laterals to connect therewith, as the Director of MSD might from time to time authorize in each particular case to be made in accordance with applicable MSD rules and Regulations and in compliance with Federal, State and local safety laws and regulations including, but not limited to, Occupations Safety and Health Administrations requirements.

Now, if the said principal shall well and faithfully and in a workmanlike manner make, perfect and perform the several connections with necessary fixtures and laterals; and conforms to any and all Rules and Regulations and orders of MSD; and completes installation and repair of all work undertaken; and promptly, at the proper time, replaces and restores the street to as good a state and condition as said principal found it previous to opening the same; and if the said principal shall indemnify and save MSD harmless from all loss or damage that may be occasioned in any way by accident or the want of care or skill on said principal’s part, or on the part of anyone in the employ of said principal, in the prosecution of any or all of such work undertaken by said principal, including all costs and expenses arising from the defense of said claims; then this obligation shall be void; otherwise, the same shall remain in full force and effect.



Further, when there is an existing lateral, T or Y branch, that said principal is going to connect to, then the existing lateral must be tested to see if the pipe is operational for use and there must be an MSD inspector present to observe and approve same.

Dated at Cincinnati, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Approved as to form and  
Sufficiency of Sureties

\_\_\_\_\_  
Assistant City Solicitor

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Owner / Contractor Printed Name

\_\_\_\_\_  
Owner / Contractor Signature

\_\_\_\_\_  
Licensee's printed name

\_\_\_\_\_  
Licensee's signature

By: \_\_\_\_\_  
Surety / Company Name

By: \_\_\_\_\_ SEAL  
Attorney-In-Fact, Signature

By: \_\_\_\_\_  
Attorney-In-Fact, Print Name

#### INSTRUCTIONS TO APPLICANT

1. Fill in the blanks and provide the proper signatures.
2. Attach the certified Power of Attorney.
3. A check payable to the Treasurer, City of Cincinnati (see cover letter for amount).
4. Submit the above noted items directly to MSD, 1600 Gest Street, Room 100 Cincinnati, Ohio 45204. Phone number 244-1330. MSD will forward the items to the office of The City of Cincinnati Solicitor for approval.

No permits will be issued until The Metropolitan Sewer District of Greater Cincinnati has the signed bond form approved by the Assistant City Solicitor.



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## Sewer Tappers License Application

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Date: \_\_\_\_\_

MSD License #: MT00 \_\_\_\_\_

Name of Company: \_\_\_\_\_

Company Address: \_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

***List All Licensed Sewer Tappers Working For Your Company Below***

Name of Licensee: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_

Signature of Licensee: \_\_\_\_\_

Name of Licensee: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_

Signature of Licensee: \_\_\_\_\_

Name of Licensee: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_

Signature of Licensee: \_\_\_\_\_