**Town of Newburgh**

Department of Public Works

Sewer Department

308 Gardnertown Road

Newburgh, NY 12550

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**Sewer Service Installation Standards and Procedures**

Chapter 148 of the Town of Newburgh Municipal Code contains all the regulations of the Town of Newburgh regarding the connection to and use of the Town of Newburgh sewers. Portions of the Town of Newburgh Municipal code, Chapter 148 are outlined below.

**Section 148-23 (A):** No unauthorized person hall uncover, make any connection with or opening into, use, alter or disturb any public sewer or appurtenance thereof without obtaining a written permit from the Sewer Superintendent.

**Section 148-26:** A permit application shall be submitted to the Superintendent. The permit application shall be supplemented by any plans, specifications or other considered pertinent, in the judgment of the Superintendent.

**Applications for a Sewer Permit:** Applications are available at the Sewer Department office located at 311 Route 32, Newburgh, NY 12550. Applications must be completely filled out and signed by the property owner and contractor with all required attachments before a permit will be issued. Permits will be available for issuance within two working days after the receipt of a completed permit application. Payment for the permit is required at the time of issuance.

Payment will not be accepted at the time of submitting the application.

Town of Newburgh Road Opening Permits: Permits are available from the Town of Newburgh Highway Department located at 90 Gardnertown Road, Newburgh, NY 12550.

**Section 148-28:** Lateral Pipe Materials: Building and Street lateral pipe materials shall be one of the following:

1. Tar-coated, service grade cast iron soil pipe conforming to ASTM specifications A-74, cast iron pipe and fittings.
2. Polyvinyl chloride (PVC) pipe and fittings conforming to ASTM specification D-3034-73, SDR-35 polyvinyl chloride (PVC) sewer pipe fittings. All pipe shall be suitable for gravity sewer service.

LATERAL SLOPE - 4” pipe, minimum 1/4” per foot

 6” pipe, minimum 1/8” per foot

 8” pipe, minimum 1/16” per foot

Note: Oversize sewers will not be approved to justify using flatter slopes.

**Cleanouts:** One cleanout per unit up to 100’ located at or near the property line and every 50’ thereafter and at every change in the direction of the pipe. Cleanout size is to be the same as the lateral size. The cleanout shall terminate in a metal box embedded in concrete or a concrete box with a metal lid marked “SEWER”. The cleanout box lid shall be placed at final grade.

**Existing Septic Tank:** Tanks must be pumped out and removed or filled with acceptable material to avoid settling. A receipt that the tank was pumped out must be provided to the Town.

Metal tanks to be removed.

**Sewer laterals must be used for sanitary wastes only**. No storm, floor drain, foundation drains or sump pump connections. Existing tanks are to be abandoned when switching solely to Town of Newburgh Sewer.

**Section 148-36:** Inspection and Connection Inspection: The applicant for the building lateral permit shall notify the Superintendent when the building lateral is ready for inspection and connection to the street lateral is to be made. The connection shall be made under the observation of the Superintendent or his designee. When street laterals are installed pursuant to Section 148-16 (subdivisions), the property owner, builder or developer shall notify the Superintendent when the street lateral is ready for inspection and connection to the main sewer, and such connection shall be made under the observation of the Superintendent. The Town of Newburgh Sewer Department must be notified at least twenty-four (24) hours before beginning any work. (We prefer 48 hour notice).

**Trench Inspection:** When trenches are excavated for the laying of building lateral pipes or laying of street lateral pipes pursuant to Section 148-16, such trenches shall be inspected by the Superintendent. Before trenches are backfilled, the person performing such work shall notify the Superintendent when the laying of the building lateral is completed and no backfilling of trenches shall begin until approval is obtained from the Superintendent.

**No coiled, flex or rolled PVC can be used for pressure laterals.**

No commencement of work, preliminary for final inspection can be done without a Sewer Permit.

**Sewer Repairs:** When doing a Sewer Service Repair, a repair report must first be completed and submitted to the Town of Newburgh Sewer Department.

**Road Openings:** When digging in roadway, a Road Opening Permit must be obtained for the Highway Department. Contractor must be bonded.

**Manholes:** All manholes, public or private are to be vacuum tested.

**Manholes** will be placed where there is a change in slope or alignment and at intervals not exceeding 400 linear feet. Manholes need to have butyl between manhole sections, not O-rings.

Permits will only be held for a maximum of five (5) years. At that time, a new permit must be obtained.

**The Flow Channel** is to have a smooth curvature form inlet to outlet.

**Gravity Air-Testing Sewer Mains:** 4psi for 7 minutes/1 psi allowable drop.

**Vacuum Testing Manholes Under 10’**: 10Hg for 60 seconds/1.0” Hg allowable drop.

**Vacuum Testing Manholes Over 10’:** 10Hg for 75 seconds/1.0” HG allowable drop.

**Vacuum Testing Manholes Over 15’:** 10Hg for 90 seconds/1.0Hg allowable drop.

Pipe Bedding shall be crushed stone/gravel, type D-1, minimum size 1/2", maximum size 1”.

**Manhole Sub Base:** to have type D-1 stone.

**Tapping into Sewer Main:** SDR35 to existing connection at main (if possible).

Use Fernco Seal between SDR35 and elbow (if no elbow present se Romax Sewer Saddle).

**Only Romax Sewer Saddles are permitted.**

**Demolition:** A Sewer Repair Report is required for the Sewer Department before demolitions begins. Sewer laterals are to be disconnected at the main and clamped.

For pressure sewers: Curb box shut off and capped near property line when abandoned and where there is a pump pit to be removed. If system is to be re-used, then a cap on the inside of pit or at building for pressure sewer.

Commercial: All commercial buildings are required to submit a cut sheet (materials used) and site plans when the Sewer Permit Application is submitted.

**CALL BEFORE YOU DIG:** New York State Industrial Code requires two (2) working days notice before you dig, drill or blast.

**STOP and CALL Underground Utilities Call Center at 1-800-962-7962.**