



# **Contractor Policy Manual**

City of Sioux City

Public Works Department

Utilities Field Office

1921 18<sup>th</sup> Street

(712) 279-6913

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Concrete paving which has an asphalt cover or carpet coating must be replaced with a minimum of 6” concrete. If the existing concrete thickness is greater than 6”, the replacement concrete must match it. The top of all concrete patches must match the top of the existing concrete. The asphalt patch must match the existing total thickness of the asphalt. The City should be informed when the concrete work is done.

**NOTE: This manual is intended to be a Public Works Department policy guideline. It does not supersede any portion of the Uniform Plumbing Code, SUDAS, engineering specifications, or current City ordinances.**

### **Clearance Permits**

The Public Works Department requires a licensed utility contractor or plumber to call for a permit (for each job performed) to dig in the City right-of-way. To apply for a permit, call 279-6913. Permits are issued over the telephone. The contractor should be prepared to state the nature of the work being done and provide the legal street address.

Any person, firm or corporation applying for a permit to make openings in any street, avenue or alley within the street right-of-way for the purpose of making sewer, water, or any other service connection or repair, or for any other purpose, shall pay to the City Treasurer a fee of seventy-two (\$72.00) dollars. However, when more than one cut or opening is made in the same City block in connection with a continuous project or job, only one permit shall be required for each half block. Sec 17.16.040 of the Sioux City Municipal Code, Ord 89-T-7553.

Any person who shall commence any work for which a permit is required without first having obtained a permit therefore shall pay **double** the permit fee. Sec 17.16.040 of the Sioux City Municipal Code, Ord 89-T-7553.

### **Airport Permits**

All plumbers and utility contractors must obtain permits for work at the Sioux Gateway Airport. This property is within the city limits and falls under the same guidelines. The work must also be inspected, just as at any other area within the City of Sioux City. (Effective July 1, 1995).

## Clearance Permit and Tap Cancellations

The Public Works Department has experienced occasional requests to cancel clearance permits or taps once they are issued. Please note that this practice is not allowed once the clearance permit has been billed at the end of the month. Again, permit and tap cancellations **must be requested** prior to the last calendar day of the month in which the permit was issued.

Please review your clearance permits and taps in a timely manner and request any cancellations as soon as possible. We are unable to issue any refunds for permits or taps not used after the billing date.

### Fees

Fees for Public Works include tapping fees, permits for water and sewer, overtime for backfill inspections, water and sewer disconnects, shoring and plumber charges. A list of these fees follows:

Clearance Fees for Sewer and Water	\$72.00
Overtime for Backfill Inspectors	\$40.00/hr.
Water Demolition Disconnects	\$72.00
Sewer Demolition Disconnects	\$72.00
3/4" Tap	75.00
1" Tap	75.00
1 1/4" Tap	75.00
1 1/2" Tap	75.00
2" Tap	75.00
Large Tap greater than 2"	600.00

## Required Notice for Backfill Inspection of Storm or Sanitary Sewer

After obtaining a sewer clearance the Public Works Department must have at least 24 hours notice for a backfill inspector to make an inspection of the work performed.

### General Paving Requirements

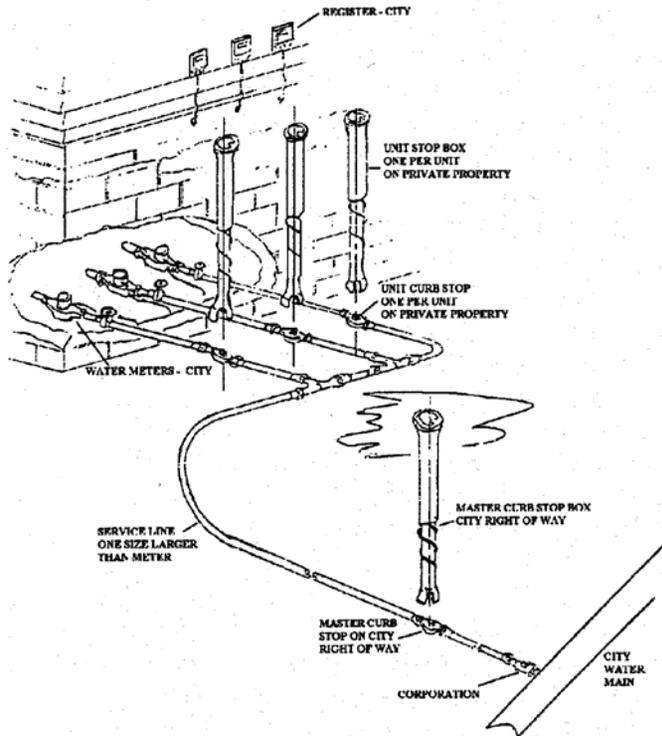
**Portland Cement Concrete Paving:** Any cuts made in Portland Cement Concrete must be sawed full depth of the pavement thickness. Use care in breaking out the opening to avoid damaging the remaining part of the pavement. Joints should be used for one or more of the cuts. Dowel bars shall be installed in all sides of the cut in accordance with the SUDAS specification.

**Portland Cement Concrete Paving with Asphalt Resurfacing and/or Carpet Coating:** The assumption in this case is that the concrete pavement underneath was in poor condition and warranted resurfacing. With this in mind, the opening of a cut hole may be performed using a jackhammer for work on underground utilities. Prior to patch back, the contractor must saw cut and remove the asphalt thickness to minimum of 6" wider than the cut through the pavement. Sawing and clean up should be immediate, before the asphalt coat is to be placed, in order to retain vertical edges. The City will, upon request, replace the asphalt in accordance with the existing charges for such work.

**General Provisions:** In all cases, concrete replacement will be performed by the contractor responsible for the street cut, or by the City at the contractor's request. The City will replace the concrete in accordance with the existing charges. Concrete paving with no cover will be replaced to the grade of the existing surface with the proper jointing.

**THREE OR MORE  
UNIT DWELLING**

**ONE SERVICE LINE**



Hydrant Meter Charges  
Shoring Charges  
Plumber Charges\*

Call 279-6132 for rates.  
\$20.00/hr  
\$75.00

\* In case of leaks or other accidents to pipes or other apparatus connected with the city's water pipes, plumbers may shut off the water to make such necessary repairs. In all cases when plumbers shall make repairs to pipes or fixtures on any premises, they shall leave the water turned on or turned off, as they found it to be when they entered the premises to make such repairs. A fee of twenty-five dollars shall be charged to any plumber requesting the city to turn on or turn off the curb cock. (Section 12.12.340 of the Sioux City Municipal Code; - Ord. 2002-0692; 98/U-6424; 89/T-7553)

### Remote Meter Interface Unit (MIU) Reader

The MIU's/ Radio reader must be located outside and be readily accessible to City employees. MIU's should be located with the other utilities, 3' to 5' above grade. (Section 12.10.060 of the Sioux City Municipal Code)

## Billing Procedures

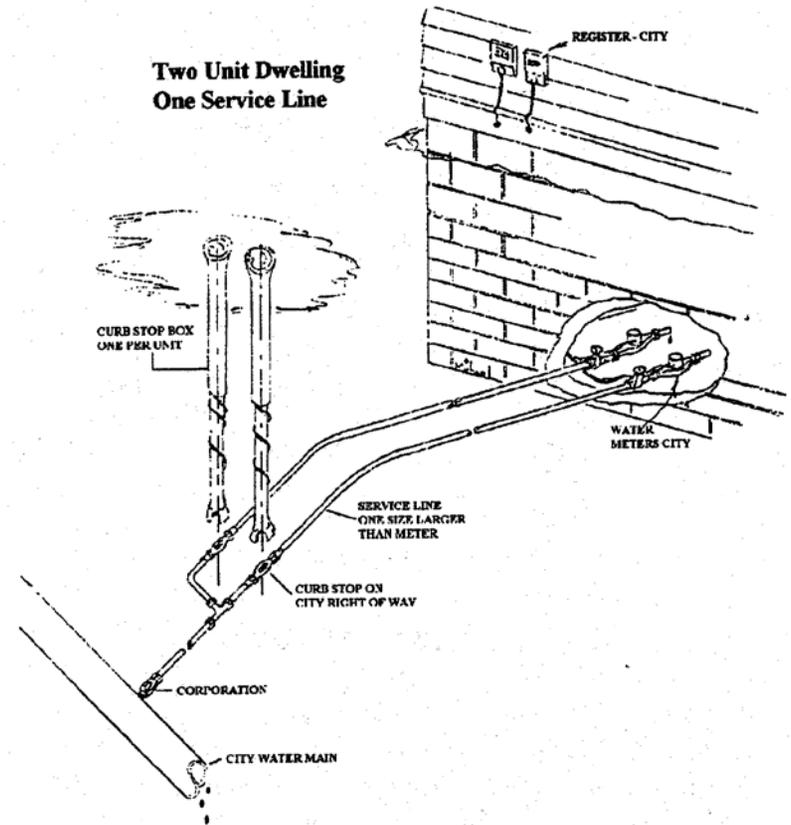
All tap and permit clearance invoices are sent out the first of each month. This invoice must be paid within the first ten days of that month.

For example: If you were sent an invoice for the period ending April 30, you have until May 10 to pay this amount in full. New permits for clearances and taps will not be issued and inspections will not be made until payment is received.

## Material for Water Service Piping

In making connections with the water mains of the Public Works Department between the main and the water meter, either type K copper pipe with flare or compression fittings, or 200 PSI class polyethylene pipe (PE-3408), or pressure class 350 ductile iron pipe or C900 PVC pipe may be used. Before using any type of plastic pipe it shall be the responsibility of the consumer or installer to verify the absence of any contaminated soil which may negate the option of PVC or polyethylene pipe. If specified levels of contamination are discovered, the use of PVC or polyethylene pipe is prohibited. Information on contamination levels at which PVC or polyethylene pipe use is prohibited is available through the city engineering department. (Ord. 99-8054; 98/U-6424)

If an old lead service, regardless of whether on the private property side of a stop box or on the public side between the stop box and the main, fails and needs to be repaired or replaced, at that time the entire lead service is to be replaced with copper or plastic.



## Operable Telephone Jack

The contractor shall install a suitable wire, 20 AWG, of sufficient length to run from the water meter to the location of the telephone service. This wire must be installed in conduit where the wire passes through the foundation.

### Capital Facility Charges

<u>Meter Size</u>	<u>CFC Per Meter</u>
5/8"	\$ 109.00
3/4"	164.00
1"	272.00
1 1/2"	545.00
2"	1,744.00
3"	3,815.00
4"	10,900.00
6"	21,800.00

### Water Meter Regulations

The size of the meter will be determined by the Customer Service Center based on the needs for that location. Meters must be 12" from the basement floor and horizontal with the floor. A shut off valve must be installed before and after the meter. Meter valves on plastic service lines must be anchored to the floor or the wall. A meter cannot be obtained unless a billing account has been established. The owner of the property is responsible for the charges and will be asked to pay when the permanent water meter is set. The charge is also applicable when the owner requests a larger meter; the difference of the respective charges will be collected.

### Underground Lawn Sprinkling Systems

A permit must be obtained before any construction or installation begins on any underground lawn sprinkling system. The permit may be obtained through the Permit Center. If the permit applicant is not a licensed plumbing contractor, a separate application for the water supply piping must be made in writing by the holder of a plumbing contractor's license. When the work is completed, an inspection must be made by the plumbing inspector.

It is important to remember during installation that no liquid substances may knowingly be discharged from property upon, over, or across the surface of any public sidewalk within the corporate city limits.

A lawn meter can be obtained by commercial users only by calling the Customer Service Center. Seasonal sprinkler meters must be installed above ground with the backflow device under a removable cover when a permanent facility does not exist. (Section 12.12.420 of the Sioux City Municipal Code)

## Backfill Procedure

The Public Works Department requires that all licensed utility contractors or plumbers apply for a permit before they start to work. To apply for a permit, call the Utilities Field Office at 279-6913. Once the permit is issued, a backfill inspector can be called to the job site to inspect. **If the licensed utility contractor or plumber requests a backfill inspector without first obtaining a permit, then they will be charged double for the permit.** Generally, inspections can be handled within the hour, but the speed of response is dependent upon the workload.

**Overtime Charges for Backfill Inspectors:** The Public Works Department is required to pay our backfill inspectors travel time from the job site to the Utilities Field Office at 1921 18th Street. Beginning at 4:00 PM, Monday- Friday, we will charge a minimum of one-hour overtime if the inspection is not completed within normal working hours. There is a two-hour minimum charge for call outs after normal working hours. This overtime charge applies on Saturdays, Sundays and Holidays.

## Taps

The Public Works Department has formulated the following policies to be adhered to on all new or replacement water main taps:

- ◆ The excavation is to be of sufficient size to gain proper leverage on the tap machine wrench. The Public Works Department may require the contractor to enlarge the excavation so that the workspace is sufficient and meets OSHA requirements for shoring or sloping.

Every cesspool, septic tank and seepage pit which has been abandoned or has been discontinued otherwise from further use or to which no waste or soil pipe from a plumbing fixture is connected, shall have the sewage removed therefrom and be completely filled with earth, sand, gravel, concrete or other approved material.

This work is to be done at the property owner or contractor's expense. A permit and inspection will be required for the purpose of witnessing the proper capping of the sewer and to establish a record that the stub is capped and its location. If the property owner intends to rebuild a structure and reuse the existing sewer, he must submit a statement in writing to the Public Works Director to that effect.

## Front Foot Connection Fee

On April 4, 1994, the City Council of Sioux City passed a new ordinance that implements a front foot connection fee and a capital facility charge on a new water service for building permits issued after April 4. Ord No. 94/U-1928 dated April 8, 1994.

The front foot connection fee is used to recoup costs in which the City paid for the installation of water mains. The fee is charged to the user at the time the water tap is made on the main. It is based on \$10.00 per lineal foot of the front footage of the lot for single family residential dwellings and \$15.00 per lineal foot for commercial users.

The capital facility charge is used to recapture costs for adding additional capacity to the City's system, such as new wells, increasing treatment capacity and right sizing water mains. The capital facility charge is based on the size of the meter set, as shown in the following table:

## Proper Water Service Abandonment

In order to do a proper water service abandonment for 1/2", 3/4", 1", 1 1/4", 1 1/2" and 2" on copper, lead or plastic pipes; the corporation must be exposed, turned off and the service line severed from the main.

When the property owner voluntarily abandons the water service, he is responsible for having the line dug up at the main and shut off at the corporation cock or valve and having the pipe disconnected. In the case of 4" and larger taps, the tapping sleeve and valve should be removed from the main and a new section sleeved into the main. Exceptions may be made if the distribution system, in the area of the tap, is difficult to control. In this case the valve may be allowed to be plugged.

## Locates

Locates for water or sewer lines may be requested by calling Iowa One-Call at 1-800-292-8989. Locates for stop boxes only, may be called to the Utilities Field Office at 279-6913 during the day, or 279-6150 in an after-hours emergency and you will be provided with the measurements. The same rules which govern Iowa One-Call apply to City locates.

## Proper Sewer Abandonment

These regulations are from the Uniform Plumbing Code, Section 722.1.

Every abandoned building (house) sewer or part thereof, shall be plugged or capped in an approved manner within five (5') feet of the property line.

- ◆ If you are replacing an existing tap, the old corporation shall also be exposed and killed at the main. The new tap must be at least 18" from any other existing tap, whether active or inactive.
- ◆ Excavated dirt is to be piled at least 24" from the hole.
- ◆ Contractor will furnish saddle and corporation and all material necessary to complete the tap.
- ◆ Contractor must have his own curb key.
- ◆ On a new tap, the Public Works Department must be notified by 9:30 AM to ensure same day service. All tap requests received after 2:00 PM will be accomplished the following day unless the contractor is willing to pay the overtime rate.
- ◆ Tapping saddles are required on plastic and/or cement asbestos water mains.
- ◆ All taps on both public and private mains shall be permitted and inspected by Public Works Department staff.

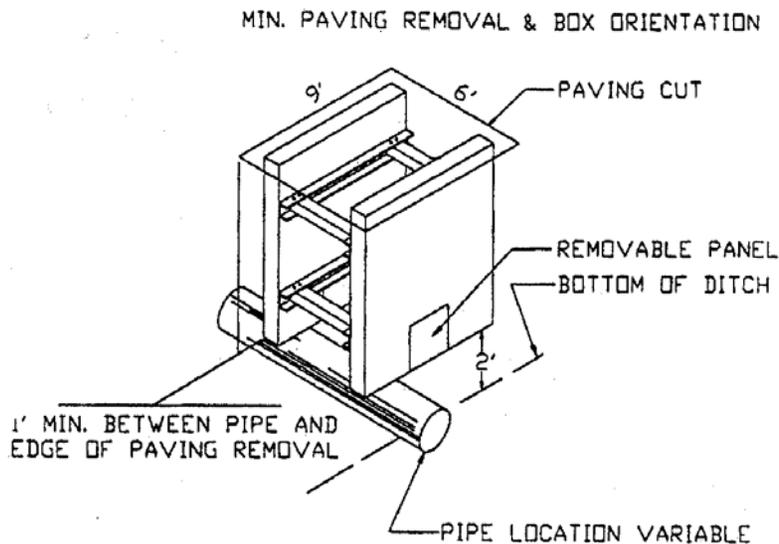
## Allowable Taps Per Main Size

Tap Size	Main Size				
	2"	4"	6"	8" & Larger	
3/4"	Saddle	Direct	Direct	Direct	
1"	None	Saddle	Direct	Direct	
1 1/4"	None	None	Saddle	Saddle	
1 1/2"	None	None	Saddle	Saddle	
2"	None	None	None	Saddle	

## Taps 4" and Larger

The Public Works Department is responsible for making the tap for taps 4" to 12"; larger taps shall be made using privately owned equipment. It is the contractor's responsibility to excavate a 6' by 9' hole to accommodate shoring, as shown below or any other OSHA approved means. Shoring equipment may be left for the contractor's use for a \$20.00/hr fee.

## Paving Removal Requirements for 4" Taps and Larger



## Plastic Service Lines

If plastic is used, 200 PSI class polyethylene pipe (PE-3408) or C900 PVC pipe is approved. Buried solvent/cement joints will not be approved.

Before using any type of plastic pipe it shall be the responsibility of the consumer or installer to verify the absence of any contaminated soil which may negate the option of PVC or polyethylene pipe.

## Reuse of Water Service

The purpose of this policy is to ensure that satisfactory materials are used to provide water to new structures by establishing an age at which water services and/or valves may not be reconnected.

This policy covers situations where buildings have been destroyed or demolished, and the builder of a new structure on the same lot wishes to reconnect the water line(s) that serviced the demolished structure.

On lots where the former structures have been destroyed or demolished, existing water service lines and/or valves, older than 25 years may not be reconnected to a new structure.

Requests by utility contractors or plumbers to reconnect existing water services less than twenty-five (25) years old, must be accompanied by a written statement from the person for whom the new structure is being built, acknowledging that he is aware of the age of the water service and wishes it to be reconnected. The denial or approval of the request is at the discretion of staff.

The Public Works Director, through his technical staff, will implement and oversee this policy.