



Narragansett Bay Commission
NON-RESIDENTIAL
Sewer Connection Permit Application

INTERNAL USE ONLY	
Permit # _____	
Account # _____	
<input type="checkbox"/> Direct	<input type="checkbox"/> Indirect

DIRECTIONS

1. A SEWER CONNECTION PERMIT is required in the following situations: **(a)** for each new building sewer connection, **(b)** for any change >20% in the quantity of flow entering the sewer system, and/or **(c)** for any change in the quality of flow entering the sewer system. In addition, a Permit is required whenever alterations are performed on/near structures. See Below for a Full List of available NBC Applications. All NBC Rules and Regulations are located on our website: <http://www.narrabay.com/about-us/rules-regulations>. Permitting information is provided within 835-RICR-20-00-1 Use of Wastewater Facilities.
2. Each building will require its own separate building sanitary sewer pipe to the public sewerage system. Where authorized, a building sewer may service multiple buildings in situations of associations, i.e. condominiums with shared appurtenances. In such cases, a Non-Residential Application will be required.
3. Complete all applicable SECTIONS associated with the proposed project. **To minimize delays in the permitting review process, all applications must contain initial payment, marked up site plans, all signatures, and proof of water meter size upon NBC's receipt.** Answer N/A for any questions that are not applicable to the project.
4. Send electronic data submittals and questions to: permits@narrabay.com
 Further information: <http://www.narrabay.com/customer-service/permitting/>

Mailed submittals to:
 Narragansett Bay Commission
Permits Section
 One Service Road Providence, RI 02905

5. **PAYMENTS: The Sewer Connection Permit Fee is non-refundable and due upon receipt of a completed application.** A preliminary review of the application will be performed. Notification will be sent to the representative on record for any missing information in addition to providing details of any additional charges or expenses due to continue to process the application and issue the Permit. **No PERMIT will be issued PRIOR to receipt of ALL payments.** See PAYMENT FORM AND FEE CALCULATION SECTIONS for more details regarding payments.

A pre-application meeting with NBC can be scheduled to review your application prior to submission. Please contact Permits Staff at (401) 461-8848 or email permits@narrabay.com to schedule a meeting.

ALL AVAILABLE NBC APPLICATIONS

RESIDENTIAL Sewer Connection: Residential structures up to and including six (6) dwelling units.

NON-RESIDENTIAL Sewer Connection: Includes INDUSTRIAL, COMMERCIAL and SUBDIVISIONS

Sewer Alterations: Any construction activity that alters or poses a structural impact to NBC facilities is required to submit documentation detailing activity. NO FEE

Sewer Disconnection: Any condition in which a building sewer will be abandoned and capped. NO FEE

Temporary Connection: Any connection to the sanitary or combined sewerage system that is not permanent and will be physically disconnected from the system at the end of a certain time frame.



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APPLICATION SECTIONS (Check All Applicable)

SECTION I - GENERAL INFORMATION

Provide information including contact information and other general information as it pertains to the proposed changes to the property.

SECTION II – STORMWATER

ALL applications will need to provide information detailing how stormwater is managed from the property. Storm water can quickly overwhelm the transport system and the wastewater treatment facilities. To reduce/prevent problems associated with stormwater input, NBC has established specific Rules & Regulations for managing stormwater flow. Section 1.4.4 of the NBC Use of the Wastewater Facilities Rules and Regulations state that *“No person(s) shall make direct or indirect connections or shed stormwater from roof down spouts, foundation drains, areaway drains, or other sources of stormwater which in turn are connected to any public sewer unless the NBC determines that a combined sewer is the only reasonable means available for disposal, such connection receives NBC approval, and NBC issues a sewer connection permit.”*

SECTION III –INDUSTRIAL / COMMERCIAL / SUBDIVISION *

INDUSTRIAL: Structures in which water is utilized for the production and/or manufacturing based operations including cooling water. A facility proposing to discharge non-sanitary wastewater; including but not limited to process wastewater generated from manufacturing, pharmaceutical, food/beverage processing, laundry operations, etc.

COMMERCIAL: Structures such as retail, office, residential complexes greater than six (6) units such as apartment buildings, hotels/motels, dormitories, nursing homes, and/or mixed use structures.

SUBDIVISION: A tract of land is divided into multiple individually owned properties which are then developed and connected to the sewer system. This can also include developments in which multiple properties are developed under the same project. A subdivision is likely to require a sewer extension.

* Discharging of non-sanitary wastewater to the NBC sewer system may require the company to apply for and obtain a Wastewater Discharge Permit through the NBC Pretreatment Program. For more information on the Pretreatment Program and permit requirements, please contact the Pretreatment Office at 401.461.8848 ext. 490.

SECTION IV – SIGNATURES

The completed application MUST have all proper signatures before submission.

SECTION V – PAYMENT FORM

This form **MUST** be submitted at the time of application. Your application will be considered Incomplete without this form and the Sewer Connection Fee.

SECTION VI – FEE CALCULATION FORM

This provides details on how the fees and expenses are calculated. The Sewer Connection Permit Fee is non-refundable and due upon receipt of the application. Any additional charges will be invoiced to the contact on record.

IS THIS PROJECT DEEMED AN EMERGENCY FOR HEALTH AND SAFETY REASONS?

If checked, provide details of the health and safety issues:



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SECTION I: GENERAL INFORMATION

1. PROPERTY OWNER / PERMITTEE

Name: _____

Company Name (if applicable): _____

Address: _____

City/Town: _____ State: _____ Zip: _____

Telephone #: (Bus.) _____ (Cell) _____

E- mail Address: _____

2. ADDITIONAL NOTIFICATION RECIPIENT / APPLICANT: (Engineer/Consultant/Contractor)

Name: _____

Company Name (if applicable): _____

Address: _____

City/Town: _____ State: _____ Zip: _____

Telephone #: (Bus.) _____ (Cell) _____

E- mail Address: _____

3. EXISTING PROPERTY INFORMATION*

Property Address: _____ Property NOT assigned an address yet

City/Town: _____ State: _____ Zip: _____

Plat(s) : _____ Lot: _____

* Email permits@narrabay.com with the above information to request clarification on whether this property is deemed Direct or Indirect.

4. REASON(S) FOR SEWER CONNECTION APPLICATION

- New Construction
- No existing sewer connection
- Change of use/Change in Quality of flow
- Renovation/Addition - Increasing flow >20%
- Failed existing sewer system or connection
- Stormwater/Groundwater Management

Describe the proposed project:



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SECTION I: GENERAL INFORMATION (continued)

5. Will the proposed sewer connection(s) require a sewer extension to the public sewer system?
(A sewer extension may be required if there is no public sewer directly in front of the property being developed)
- YES NO

If YES, an **authorized representative of the City/Town** must sign below:

By signing below, I am confirming that I am the authorized representative of the City/Town in which the development detailed in this application is located. I have reviewed and approved the development documents and confirm that this sewer extension proposed in this application conforms to industry standards design such as TR-16 – Guides for Design of Wastewater Treatment Works and Ten State Standards – Recommended Standards for Water Works. Also, this sewer extension complies with the RI DEM approved Facility Plan for the City/Town and the department has issued an Order of Approval to extend the community’s municipal sanitary sewer system, if applicable.

PRINT Name of Authorized City/Town Agent: _____

Signature of Authorized City/Town Agent	DATE
---	------

6. Is there **EXISTING** sanitary flow from this property currently connected to a public sewer?
 YES NO UNKNOWN
7. Are there any **EXISTING** Buildings using shared private sanitary pipes - multiple buildings sharing sanitary transport systems prior to connecting to the public sewerage system?
 YES NO UNKNOWN

If YES, identify Association / Agreement in place to service and maintain these facilities:

8. Provide **EXISTING** Building Utility information NONE: Property is Undeveloped

POTABLE WATER SUPPLY

GROUNDWATER WELL OTHER (Provide details) _____

MUNICIPALITY provide name (see list on next page): _____

_____ Water Meter Size* _____ # of Water Meters _____ Well System

* Proof of water meter size must be submitted at time of application submittal.

SEWER

SEPTIC SYSTEM OTHER (Provide details) _____

PUBLIC SEWER SYSTEM

_____ # of Building Sewer Connections _____ Building Sewer Pipe Diameter(s)



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SECTION I: GENERAL INFORMATION (continued)

Local Water Supply Boards:		
Cumberland Water Dept.	98 Nate Whipple Highway, Cumberland RI 02864	Phone: (401) 729-5000
East Providence Water Dept.	60 Commercial Way, East Providence, RI 02914	Phone: (401) 435-7500
Johnston Water Department	1385 Hartford Ave., Johnston, RI 02929	Phone: (401) 555-8819
Lincoln Water Commission	P.O. Box 27, Lincoln, RI 02865	Phone: (401) 334-6735
Pawtucket Water Supply Board	85 Branch St, Pawtucket, RI 02860	Phone: (401) 729-5000
Providence Water Supply Board	125 Dupont Dr, Providence, RI 02907	Phone: (401) 521-6300
Smithfield Water Supply Board	64 Farnum Pike, Smithfield, RI 02917	Phone: (401) 233-1034

9. Provide general details of the EXISTING property and the pervious/impervious areas:

_____ # of Buildings	Vacant Land	Vacant Buildings
Total Area: _____	Check One: _____	_____
	acres	square feet
Greenspace/Pervious: _____ % + Hardscape/Impervious _____ % = (Total = 100%)		

10. Describe EXISTING conditions and land uses on the property:

11. What is the approximate start and finish dates of construction? _____

Start Finish

12. DRAIN LAYER INFORMATION:

Name: _____ License #: _____

Company Name (if applicable): _____

Address: _____

City/Town _____ State: _____ Zip: _____

Telephone # (Bus.): _____ (Cell): _____

E-mail Address: _____

13. DRAIN LAYER BOND COMPANY

Company: _____

Address: _____

City/Town: _____ State: _____ Zip: _____

Business Telephone #: _____ Amount of Bond: \$ _____



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SECTION II: STORMWATER

1. Does any **STORMWATER** or **GROUNDWATER** currently (PRE-CONSTRUCTION) drain to the public sewerage system?

YES **NO** **UNKNOWN**

If YES, identify all existing connection points on submitted plans and documentation

2. Check any/all **EXISTING** methods used to manage existing on-site stormwater:

- | | |
|---|---|
| Shed Flow to public road | Shed flow to on-site greenspace/waterway/wetlands |
| Roof Down Spouts connected to sewer/drain | Roof Down Spouts discharge to ground surface |
| Connected to buried storage/infiltration system on site | Connected to existing Catch Basins on site |
| Other: Explain: _____ | |

3. Will any stormwater and/or groundwater enter the public sewer system **DURING** and/or **AFTER** construction?
Storm/Ground water cannot be connected to sanitary pipes.

YES **NO**

If YES, identify all existing and proposed connection points and details on submitted documentations. If NO, skip question 5.

4. Identify all **PROPOSED** method(s) to manage the onsite stormwater and/or groundwater **POST CONSTRUCTION**.

Provide stormwater/groundwater details on plan submittals

- | | | |
|---------------------------------|--|-----------------------------------|
| Dry Wells/Underground Injection | Tree Wells | |
| Oil & Grit Separator | Roof Down Spouts discharge to Rain Barrels | |
| Bioretention Areas/Bio Swales | Landscape Areas/Rain Gardens | |
| Infiltration unit | Green Roof/Green Wall | Filter Strips/Sand Filters |
| Permeable Pavement | | Waterway/Wetlands |
| Connect to Storm Only System | | Connect to Public Combined System |

Other: Explain: _____



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SECTION II: STORMWATER (continued)

5. Indicate the total volume (CF) of stormwater runoff PRE and POST for the following storms:

STORM EVENT	Pre-Construction Runoff (cubic feet)	Post-Construction Runoff (cubic feet)	% REDUCTION
3 month <i>(1.6" in six hours)</i>			
2 year			
10 year			
25 year			
100 year			

6. **STORMWATER DOCUMENTATION**

a. Has a stormwater design plan been prepared providing details of any low impact development (LID) options utilized?

YES NO

If **YES**, provide copy. *This plan must be stamped by a professional engineer licensed in the State of Rhode Island.*

If **NO**, provide a detailed narrative of why this plan was NOT developed and what changes have been made to the management of stormwater and/or groundwater for this property.

Stormwater Design Plan Attached

Stormwater Design Narrative Attached

b. Has a Stormwater Management Plan and the accompanying Stormwater Operations & Maintenance Plan (as defined in the RI Stormwater Design & Installation Standard Manual, amended March 2015) for this project been submitted and approved by RIDEM?

YES NO

If **YES**, provide copies of the following:

Stormwater Management Plan Attached

Stormwater Operations & Maintenance Plan Attached



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SECTION III: INDUSTRIAL / COMMERCIAL / SUBDIVISION

1. **Total Number of Proposed Buildings or Building modifications included in this application:** _____
 If more than one building, make copies of SECTION III and complete for **EACH** building included in the application. Each building will require its own separate building sewer connection to connect to the public sewerage system. Where authorized, the building sewer may service multiple buildings in situations of associations, i.e. condominiums with shared appurtenances.

2. **PROPOSED Building Unique Identification Information:** _____

3. **Type of Building PROPOSED (Check all that apply):**

- | | | | | | |
|-----------------------------|----------------|------------------------|------------------------|------------------|---------|
| Office Building | Residential | Hotel/Motel | Machine/Auto Shop | Mixed-Use | Laundry |
| Retail | Dental/Medical | Nursing Home/Dormitory | School/Sports Facility | Storage Facility | |
| Food Processing/Preparation | | Brewery/Distillery | Other: Describe below: | | |

4. **PROPOSED Building Capacity Details:**

_____ Number of Employees	_____ Maximum Building Capacity
_____ Seating Capacity (restaurants/cafeterias)	_____ Bed Capacity (dormitory/hospital)
_____ Number of Bedrooms (residential/hotel)	

Estimated Average daily wastewater flow = _____ gallons per day * * Attach calculations (See attached guidelines)
--

5. **PROPOSED Building Details:**

_____ Number of Roof Drains	_____ Number of Sump Pumps*	_____ Number of Washers*
_____ Number of Floor Drains	_____ Number of Grease Traps	_____ Number of Oil/Water Separators

*** Provide and attach details of capacity.**



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SECTION III: INDUSTRIAL / COMMERCIAL / SUBDIVISION (continued)

6. Provide PROPOSED Potable Water Utility information:

GROUNDWATER WELL OTHER (Provide details) _____

MUNICIPALITY provide name (see list on page 5): _____

_____ Water Meter Size* Number of Water Meters

** Proof of water meter size must be submitted with application.*

7. Provide PROPOSED Sanitary Utility information:

_____ Number of Sanitary Sewer Connections to the Public Sewerage System for this Building: Pipe Size(s): _____

Will a pump/lift station be required to transport sanitary waste to the public transport system?

YES NO

If YES, do you have an approved Order of Approval from RIDEM? **YES NO**

Will this building discharge to a shared private sanitary transport system - multiple buildings sharing sanitary transport systems prior to connecting to the public sewerage system?

YES NO

If YES, who will own and maintain the private sewerage infrastructure and/or drainage infrastructure?

Private Association: *Provide a signed copy agreement including contact information.*

City/Town: Question #5 in GENERAL INFORMATION **must** answer YES and include proper signatures.

Other: Provide details _____

8. Supporting Documents Attached

Dated Site Plan(s) stamped by a Professional Engineer licensed in Rhode Island that include the plat/lot info, address, developer, existing and proposed locations of the buildings, utilities, on-site drainage, as well as construction details, landscaping, and other relevant information.

Capacity and details for any/all washers used in laundry as well as sump pumps

Calculation details for average daily wastewater flow estimates.

Discharging of non-sanitary wastewater to the NBC sewer system may require the company to apply for and obtain a Wastewater Discharge Permit through the NBC Pretreatment Program. For more information on the NBC Pretreatment Program and permit requirements, please contact the Pretreatment Office at 401.461.8848 ext.490.



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SECTION IV: SIGNATURES

By signing below, I affirm that I am the property owner or authorized person for the above detailed property and have provided accurate information to the best of my ability. The undersigned applicant agrees to accept and abide by all provisions of the Narragansett Bay Commission's Rules and Regulations for the Use of Wastewater Facilities, as amended, and shall in every respect conform to the terms of this application. Any changes to the application or attached documents must be reported to the Narragansett Bay Commission. By signing this Application, the undersigned applicant and/or Property Owner agrees to be fully responsible for the removal of and/or costs associated with corrections of any obstruction, harm, or other limitation(s) to the NBC's facilities or functionality caused by the activities of applicant/Property Owner or its agents or contractors discovered during or after the construction process.

 Signature of Property Owner or Authorized Representative DATE

 Printed Name of Property Owner

 Signature of Drain Layer DATE

 Printed Name of Drain Layer

SUBMIT ALL COMPLETED SECTIONS ALONG WITH THE REQUIRED DOCUMENTS, SIGNATURES AND PAYMENT

<u>NBC OFFICE USE ONLY</u>	
Estimated Average daily flow: _____	<u>gallons per day</u>
Estimated Peak daily flow: _____	<u>gallons per day</u>
Initial: _____	



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SECTION V: PAYMENT FORM

1. PROPERTY OWNER/PERMITTEE – PRINT CLEARLY

Name: _____

Company Name (if applicable): _____

Street Address: _____

City/Town: _____ State: _____ Zip: _____

Telephone #: (Bus.) _____ (Cell) _____

E- mail Address: _____

2. Invoices to be sent to (select one):

- Property Owner/Permittee listed above.**
- Other listed below: MUST Complete Question #4 below**

3. Preferred method of invoice delivery:

- MAIL** to address of designated individual selected in Question #2
- EMAIL** to individual selected in Question #2

4. Additional Recipient / Applicant Information – PRINT CLEARLY

Check One: **Engineer** **Consultant** **Contractor** **Other:** _____

5. Name of Invoice Recipient:

Company Name (if applicable): _____

Street Address: _____

City/Town: _____ State: _____ Zip: _____

Telephone #: (Bus.) _____ (Cell) _____

E- mail Address: _____

5. Payments can be made by check or money order only.

Mailed or hand delivered to: Narragansett Bay Commission
Accounts Receivable
 One Service Road
 Providence, RI 02905

6. PAYMENTS: Use the next page to determine your total fee. The Sewer Connection Permit Fee is non-refundable and due upon receipt of a completed application. Any additional charges or expenses due will be invoiced to the representative selected in Question #2 above. **No permit will be issued PRIOR to receipt of ALL payments.**



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SECTION VI: FEE CALCULATION

SEWER CONNECTION PERMIT FEE: Application fee for all direct and indirect connections to NBC facilities. **This is a non-refundable fee due upon receipt of the application. PERMIT FEE = # of Connections * Rate**

Indirect Rate = \$130.00
 Direct Rate = \$300.00

PERMIT FEE		
# of Connections	Rate	TOTAL

ADDITIONAL CHARGES THAT MAY BE DUE:

CAPACITY CHARGE: Applies to all NEW direct and indirect connections to NBC facilities and is based upon the input meter size. This charge will be invoiced to the owner/representative and is due PRIOR to the issuance of the Permit. **Any increase in flows >20% is considered a NEW connection and thereby subject to a Capacity Charge.**

CAPACITY CHARGE			
Water Meter Size (inch)	# of Water Meters Proposed or Existing	Capacity Charge (per meter)	Total Capacity Charge = # of Water Meters X Capacity Charge
5/8"			
3/4"			
1"			
1 1/2 "			
2"			
3"			
4"			
6"			
8"			
10"			

TOTAL CAPACITY CHARGE = # Water Meters * Capacity Charge

SEWER TIE-IN EXPENSE: Any sewer connection located west of 2100 Hartford Avenue, Johnston will be subject to an additional Sewer Tie-In Expense pursuant to 835-RICR-20-00-1.4.15. Contact permits@narrabay.com for details.

ADDITIONAL CHARGES		
CAPACITY CHARGE	SEWER TIE IN EXPENSE	TOTAL ADDITIONAL



Narragansett Bay Commission

Sewer Connection Permit Applications

Guidelines for Estimating Flow for Certain Uses

Type of Building	Wastewater Flow (gallons/person/day)
• Hotel/Motel... ..	50
• Hospital (per bed).....	150
• Nursing Home (per bed).....	100
• Office Building/Retail Store (per employee).....	15
• Salon (per chair).....	150
• Boarding School or College.....	100
• Dentist Office (3 persons per chair).....	500
• Doctor/Chiropractor/Therapist (per doctor).....	250
• Restaurant (per table seat or counter seat).....	70
• Single Family House (per bedroom).....	150
• Multiple Family House (per bedroom).....	150
• Factory (sanitary wastes only, with cafeteria).....	20
• Factory (sanitary wastes only, without cafeteria).....	15
• School (without cafeteria, gymnasium or showers).....	10
• School (with cafeteria only).....	15
• School (with cafeteria, gymnasium and showers).....	25
• Service Station (per vehicle bay).....	100
• Theatre/Auditorium (per seat).....	3
• Laundry (per machine).....	500

NOTE: Other methods can and may be used for estimating wastewater flows. These methods must be documented and attached to the application.