



# Narragansett Bay Commission

## TEMPORARY

### Sewer Connection Permit Application

INTERNAL USE ONLY

Permit # \_\_\_\_\_

Account # \_\_\_\_\_

Direct  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 full list of available NBC Applications. Full details of the NBC Rules and Regulations are located on our website: <http://www.narrabay.com/customer-service/>.
2. Temporary connections may be permitted for some construction activities:
3. **Complete all applicable SECTIONS associated with the proposed project** – Answer every question in the applicable sections. Answer N/A for any questions not applicable to the project.
4. Send electronic data submittals and questions to: [permits@narrabay.com](mailto: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. **No PERMIT will be issued PRIOR to receipt of ALL payments.** See PAYMENT FORM 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](mailto: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 (Complete ALL)**

**SECTION I – GENERAL INFORMATION**

Provide information including contact information and other general information as it pertains to the proposed project at this property.

**SECTION II – TEMPORARY CONNECTION INFORMATION**

Site Plan that includes building(s) location, utilities, plat & lot number(s), street address, and location of proposed temporary sewer connection. A detail plan of the temporary connection must also be included. **Groundwater discharges are strictly prohibited without prior DEM and NBC Pretreatment approvals.**

**SECTION III – SIGNATURES**

The completed application **MUST** have all proper signatures before submission.

**SECTION IV – 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 V – FEE CALCULATION FORM**

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: \_\_\_\_\_ Lot: \_\_\_\_\_

\* Email [permits@narrabay.com](mailto:permits@narrabay.com) with the above information to request clarification on whether this property is deemed Direct or Indirect.

**4. REASON(S) FOR TEMPORARY SEWER CONNECTION APPLICATION**

Describe the proposed project and reason for the temporary connection:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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**SECTION II: TEMPORARY CONNECTION INFORMATION**

**1. WHERE ARE YOU PROPOSING TO TIE IN TO THE PUBLIC SEWERAGE SYSTEM?**

Sanitary Only System

Stormwater Only System

Combined System

**2. DETAILS OF CONSTRUCTION CONNECTION METHOD**

General detail of how connection is proposed:

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**\*Provide plans detailing all construction information.**

**3. QUANTITY OF DISCHARGE**

Estimated average discharge rate\* \_\_\_\_\_ GPM

Estimated peak discharge rate\* \_\_\_\_\_ GPM

**Total Daily Flow Discharge based on constant flow rate\* = \_\_\_\_\_ gallons**

If flow is NOT constant and/or may vary by more than 20% of the average discharge rate, provide details of expected discharge rate and cycles.

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**\* Attach calculations**

**4. QUALITY OF DISCHARGE**

Source of discharge: \_\_\_\_\_

\* DEM Approval Received?                      YES                      NO

\* NBC Pretreatment Approval Received?                      YES                      NO

**\* If YES, submit documentation.**

**5. SCHEDULE**

Approximate starting and finishing dates of connection? \_\_\_\_\_  
Start of Discharge                      End of Discharge





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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 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 V: 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