

How To CONNECT ...

1. Annex to the City. Initiate the annexation process on your own at any time (the average annexation takes approximately 3 months from start to finish) or take advantage of the Annexation Assistance Program. The City has already processed three batches of assisted annexations and is currently accepting applications for the fourth batch. A deadline for the fourth batch has not yet been determined, but one will be set sometime before the program ends in November 2012.

2. Pay, or arrange for payment of, Reimbursement District and System Development Charges. After annexing into the City and prior to connecting to the sewer system, the required fees for connection must be paid. The fees include the Reimbursement District Fee and applicable System Development Charges. Payment of these fees can be made in cash, by check, by credit card, or by signing an installment payment agreement with the City (installment payment agreements available until March 15, 2013).

3. Obtain a plumbing permit from the City at the Johnson Creek Boulevard facility (6101 SE Johnson Creek Blvd.) The work can be done by a homeowner or a licensed contractor. If the work involves plumbing in or under the house, the work must be done by the homeowner or a licensed plumbing contractor. The Plumbing Permit is \$95.20.

Permits for lateral work may be submitted while annexation approval is still pending BUT will not be approved until annexation has been approved by the Secretary of State (Planning Department will notify applicant) and customer provides proof of Reimbursement District Charge and SDC payment.

Milwaukie's Building Official, Tom Larsen, on finding a contractor ...

- *Search for: SEWERS: RESIDENTIAL, MILWAUKIE, OR in an internet search or in the yellow pages.*
- *Get referrals from people you know who have had similar work done, get three bids, and check the contractor's record with the Oregon Construction Contractor's Board and the Better Business Bureau.*
Phone: 503-378-4621; http://www.oregon.gov/CCB/consumer_help.shtml
- *Most good contractors provide a packet along with their contract that provides copies of their licensing and bonding information as well as information about mechanics liens, etc.*
- *The contract should be clear regarding who will obtain the permits, who will call for locates, who will schedule inspections, and when payment is due.*
- *Be clear about what your expectation is for your yard when the work is done. In most cases, the contractor will level the ground back to original grade as well as they can and perhaps seed the area. If the homeowner expects something more than that, they should be clear up front and expect to pay more.*

On Costs ...

The cost of building sewer laterals can vary widely. Long, deep connections from existing houses to the public sewer can be as much as \$3,000 to \$5,000, including decommissioning a septic tank or cesspool. Check with a contractor to get an estimate for your specific property.

4. Perform the work.

5. Schedule an inspection. The new line has to be inspected prior to backfilling. To schedule (choose one):

- Call the City's inspection line at 503-786-7575.
- E-mail the City at building@ci.milwaukie.or.us.
- Use the City website at <http://www.ci.milwaukie.or.us/building/inspection-services-0>.
- Use the State website at <http://www.oregon-epermitting.info>, click ePermitting System on the left.

6. Abandon onsite system. To abandon the septic tank or cesspool, it must be pumped by a licensed pumper, filled with earth, sand, gravel or concrete and inspected by the plumbing inspector prior to backfilling. Most lateral contractors perform this work.

7. Complete the Septic Abandonment form available on City's forms page: <http://www.ci.milwaukie.or.us/departments/building/bldgforms/handouts/SepticAbandonment.pdf>), fax to WES at 503-742-4565, and provide a copy to the City.

8. Schedule a final inspection. Once all work is complete, schedule as described in step 5 above.