

DISCONNECTION PERMIT



Clean Water Services inspects all disconnections of sanitary and storm laterals within its jurisdiction. This is part of our commitment to protecting public health and the Tualatin River. As an owner/contractor proposing to disconnect a lateral, your responsibilities include:

- Obtaining a Disconnection Permit from CWS ahead of time.
- Determining if you need any other permits, and obtaining them from the appropriate jurisdiction.
- Conducting the disconnection in compliance with regulations.

How to obtain and meet the requirements of a CWS Disconnection Permit:

1. Pay for and pick up the permit at CWS.
2. Determine if any other local jurisdiction requires additional permits, and obtain them as needed.
3. Contact CWS Construction Inspection Services to request a Disconnection Inspection a minimum of 24 hours prior to beginning disconnection activities.
4. Disconnect all sanitary/storm laterals within 5' of the property line.
5. Install an approved watertight plug or cap at the point of disconnection.
6. Leave the disconnection exposed until CWS Inspection staff have completed and accepted the inspection.
7. After the inspection has been completed and accepted, place a 2'x4' marker in front of the disconnected lateral.
8. Place direct burial magnetic tape - marked appropriately for either Sanitary Sewer or Storm Sewer - at the end of the existing lateral and up the entire length of the 2x4'.

In cases where a disconnection permit has been issued and there are no sanitary or storm laterals to be disconnected, the applicant is still required to call for an inspection to verify that a structure or impervious surface has been removed.

DISCONNECTION PERMIT



Resources

- To pay for and pick up your permit, visit the CWS Permit Counter: 2550 SW Hillsboro Hwy, Hillsboro.
- To request an inspection, call the CWS Inspection Request line: 503.681.4444.
- To determine whether you need a permit from Washington County, call the Right of Way Permit line: 503.846.7623.
- The following resources are available on cleanwaterservices.org/permitsdevelopment:
 - Step-By-Step Process
 - Design & Construction Standards, including Standard Detail 520, which covers aspects of the disconnection procedure.

Please Note

CWS will continue to bill the owner/contractor for sanitary/storm service until the disconnection inspection has been completed and approved.

You are also required to obtain a CWS Erosion Control permit if the Disconnection Permit is associated with the demolition of a structure and there will be over 500 square feet of disturbance.

Everything we do at Clean Water Services aims to protect public health while enhancing the natural environment of the Tualatin River Watershed.



DEVELOPMENT SERVICES

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cleanwaterservices.org/permits-development

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