

*David VanLuven*  
Town Supervisor

*George S. Kansas, P.E.*  
Commissioner of Public Works

# TOWN OF BETHLEHEM

Albany County - New York  
DEPARTMENT OF PUBLIC WORKS  
445 DELAWARE AVENUE  
DELMAR, NEW YORK 12054  
(518) 439-4955 option 4  
Fax: (518) 439-5808



## Sanitary Sewer Permit Application Process

### Sewer Connection & Repair Permits

- Applications for connections or terminations to the Town sanitary sewer system must be made in writing on the Town sewer permit application form which is available on the Town website. Application forms must be submitted by the property owner or their authorized representative to DPW at least 30 days prior to the proposed connection/termination.
- For **Emergency repairs to existing sewer laterals**, please contact the Department for a repair permit. The sewer application form is not required for emergency repairs to an existing sewer lateral. Insurance and inspection requirements for repairs are the same as listed for new sewer connections.
- Any contractor or other party performing any work in connection with the construction of a sewer main or sewer service must be approved by the Department, and said Contractor or other party must have on file with the Department an Owner's and Contractor's protective liability insurance policy naming the Town of Bethlehem and the Town of Bethlehem Sewer District as additional insureds, in the following amounts:
  - Bodily injury - \$2,000,000.00 (Two Million) each accident
  - Property Damage - \$500,000.00 (Five Hundred Thousand)
- A \$5,000.00 Permit Bond indemnifying the Town of Bethlehem and the Town of Bethlehem Sewer District is also required for anyone performing any work with connection to the Town Sanitary Sewer System.

### **No permit will be issued without a current insurance certificate and permit bond on file with the Town of Bethlehem Sewer Department.**

- Once the application has been reviewed and approved by the Commissioner or Town Engineer, you will be notified that your permit is ready to be picked up.
- Payment for the permit is due when the permit is picked up.
- Work may commence **only** after the issuance of the permit.
- For new or modified construction, the sewer service permit must be issued prior to the issuance of the building permit.
- The Department requires an inspection of all work performed before the trench is closed: if such trench is closed, the applicant and/or owner may be made to uncover the lines for inspection. Call the Department at (518)439-4955 to schedule a sewer lateral inspection. Inspections must be called in by 2:30PM.
- The permit fee includes one (1) inspection. If additional inspections are required a service call fee for each will be added to the account.
- [Link to Town Sewer Code](#)
- [Link to current fee schedule](#)



# TOWN OF BETHLEHEM

Albany County - New York  
 Department of Public Works – Room 203  
 445 DELAWARE AVENUE  
 DELMAR, NEW YORK 12054  
 (518) 439-4955

## APPLICATION FOR SEWER SERVICE CONNECTION - BETHLEHEM SEWER DISTRICT

The undersigned permittees agree that all work performed thereunder will be made pursuant to law and in accordance with all of the conditions, regulations and insurance requirements required by the Town of Bethlehem Department of Public Works.

Property Owner Information	Contractor Information
Parcel ID : _____ Owner Name: _____ Property Address: _____ _____ City, State, Zip: _____ Daytime Phone: (____) _____ - _____ Evening Phone: (____) _____ - _____ Billing Address: _____ (if different) _____ <b>*Do not use lot numbers. House numbers only must be used for permits.</b>	Contact Name: _____ Contact Phone: (____) _____ - _____ Company Name: _____ Company Address: _____ _____ City, State, Zip: _____ Business Phone: (____) _____ - _____ 24-hour Phone: (____) _____ - _____  <b>*Liability insurance &amp; bond must be on file with the Sewer department or accompany this application. See Sewer Code on Town website for limit requirements.</b>
Type & Use of Home/Building	Type of Permit & Service Requested
<input type="checkbox"/> Single Family Home <input type="checkbox"/> Multi-Family Home How many units in multi-family Home _____ <input type="checkbox"/> Commercial Building Type of Commercial Use _____ <input type="checkbox"/> Industrial Building Type of Industrial Use _____	<input type="checkbox"/> Sewer Lateral Gravity Connection <input type="checkbox"/> Sewer Grinder Pump Connection <input type="checkbox"/> Sewer Lateral Termination <input type="checkbox"/> Sewer Grinder Pump Termination  <b>*Connection to the Town sewer main will be done by the property owner's contractor as listed above. Any change in contractor will require proper insurance &amp; bond documents to be on file with the Town sewer department.</b>
Owner Agreement	Pipe & Connection Information
In consideration of the granting of this permit, the undersigned agrees: *To accept and abide by all provisions of the Town sewer code, local laws or regulations of the Town of Bethlehem, now in existence or that may be adopted in the future. A copy of the Sewer Code may be obtained on the Public Works Sewer Division page of the Town website. *To maintain the sewer service at no expense to the Town *To accept the responsibility for the satisfactory completion of work and hold harmless the Town of Bethlehem, its agents and employees in the event of any loss or damage that may be directly or indirectly be occasioned by said installation. Signed by Owner: _____ Date: _____	Size of Pipe: _____ Type of pipe: _____ Length of Lateral: _____ Ft. # of Clean outs: _____  <b>NOTE: This Permit fee includes 1 inspection. A service call fee will be charged for each additional inspection.</b>  <b>Please Note: Foundation drains, cellar drains, sump pumps, down spouts, floor drains or any other type of drainage are prohibited from connecting to the town sanitary sewer system. Any contractor/homeowner who connects drainage to the sanitary sewer system will be subject to fines. All drainage must be connected to the storm sewer system where available.</b>
(Portion below to be completed by Town staff)	
Permit Review Approval	For Office Use Only
_____ Verify District and Eligibility: ___ Inside SD ___ Outside SD _____ Review pipe & connection information _____ Insurance Certificates received for all contractors _____ Grease-trap or O/W separator required: ___ Yes ___ No Misc: _____ Approved by: _____ Date: _____ Commissioner or Town Engineer	_____ Permit Issued / Owner contacted for pick-up Permit # _____ _____ Permit Fee Paid _____ Account Opened - Acct # _____ - _____ _____ RC's Added to Account _____ Work Orders Issued _____ Date: _____ Office Signature