

Town of Glenville

Engineering Department

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INSTRUCTIONS FOR THE INSTALLATION OF A NEW SEWAGE DISPOSAL SYSTEM

1. Contact the Town of Glenville Engineering Department to acquire necessary paperwork and make arrangements for perc/soil test(s).

NOTE: If it is determined that an Alternative Sewage Disposal System will be necessary, the applicant must contact the Schenectady County Health Department for their review and approval.

2. Submit the completed "Application for Installation of a New Sewage Disposal System" and two (2) sets of design plans, along with the appropriate fee to the Engineering Department.

NOTE: The plans must include the location of all perc/soil tests performed, any existing and /or proposed wells and all property lot lines.

Fee Schedule: Residential Systems -\$100.00
 Commercial Systems -\$200.00

3. After review and approval by the Engineering Department, a Sewage Disposal Permit will be issued.
4. PRIOR TO BACKFILL, an inspection by the Engineering Department is required. In all cases, 24 hour notice is required to schedule inspections. Inspection appointments will be scheduled for Monday – Friday, 8:00 AM – 4:00 PM (8:00 AM – 3:00 PM, July and August).
5. Upon final inspection and approval by the Engineering Department, the installer will provide us with the As-Built Diagram with in-place measurements as stated on the Sewage Disposal Permit.

NOTE: The Building Department may withhold the Certificate of Occupancy until the As-Built Diagram is received and approved by the Engineering Department.

6. Upon receipt, the As-Built Diagram will be reviewed by the Engineering Department and signed.

NOTE: IF WORK IS FOUND TO BE IN PROGRESS WITHOUT THE PROPER PERMIT(S), WE MAY, BY WRITTEN NOTICE, ORDER ALL WORK STOPPED UNTIL SUCH COMPLIANCE IS ACHIEVED.