



### **Permit Type: Multi-Family Residential Sewer Connection**

#### **When is a Multi-Family Residential Sewer Connection permit required?**

- A new connection of an apartment building to any sanitary sewer tributary to the facilities of NSWRD.
- Any relocation of an existing sewer connection for an apartment building.

#### **What needs to be submitted?**

- All applicants shall complete a NSWRD *Multi-Family Residential Sewer Connection* permit application. <https://northshorewrd.org/wp-content/uploads/mfamily.pdf>
- One (1) set of civil plans (signed & sealed by a professional engineer registered in the State of Illinois).
- If the building for which the application is being made is a part of a development involving several buildings, the applicant shall furnish one copy of the total development plan.
- One (1) set of architectural plans and plumbing plans.
- IEPA permit application (WPC-PS-1 and appropriate schedules), if applicable. <https://epa.illinois.gov/topics/forms/water-forms/wastewater-permits.html>

#### **What is the process for obtaining the NSWRD permit?**

- Print, sign, and submit permit application and required documentation by mail, e-mail, or in person.
- The IEPA permit application and schedules shall only be submitted to NSWRD once all required engineer/owner/municipal signatures have been obtained. NSWRD will be the last entity to sign the IEPA permit applications. Due to this the IEPA permit application may be submitted separately.
- Upon receipt of permit application and required documentation the NSWRD will review the application(s) and plans for accuracy and conformance with the NSWRD's rules and regulations.
- The NSWRD will sign and return the IEPA permit applications to the permittee, upon approval of the plans and required documentation. The NSWRD will not submit the IEPA applications directly to IEPA.
- Upon issuance of the IEPA permit the NSWRD will provide the permittee with a fee calculation.
- The NSWRD permit will be issued within two (2) business days upon fee payment and approval of an extension permit for the downstream sewer to which the development will connect (if applicable).

#### **What are the fees?**

- Fees consist of a connection fee and may also include an annexation fee or fair capital contribution fee.
- Refer to the Capital Recovery Fees section of the NSWRD Fees & Charges Ordinance for the current fees. Fees are subject to change.
- Additional fees may be required by other entities for this permit type.

#### **Additional Information**

- A separate application is required for each multi-family building to be connected to the sanitary sewers tributary to the NSWRD's facilities.
- The NSWRD permit is not valid until all other required permits are obtained from the municipality or public entity within whose jurisdiction the work will be performed.



**NSWRD PERMITTING CONTACT INFORMATION**

**MAIL:** NSWRD, PO Box 750, Gurnee, IL 60031-0750

**PHONE:** (847) 623-6060

**EMAIL:** [Permits@northshorewrd.org](mailto:Permits@northshorewrd.org)

**PERMITTING IN-PERSON:** NSWRD Administration Building  
14770 W. Wm. Koepsel Drive  
Gurnee, IL 60031-0750  
Drop Off: Monday – Friday 8:00 a.m. – 4:30 p.m.  
**IN PERSON ASSISTANCE BY APPOINTMENT ONLY**

**RESOURCES**

Web: [www.northshorewrd.org](http://www.northshorewrd.org)

Permits & Ordinances: <https://northshorewrd.org/resources-forms/>