



Permit Type: Non-Residential Sewer Connection

When is a Non-Residential Sewer Connection permit required?

- A new connection of any non-residential building to any sanitary sewer tributary to facilities of NSWRD.
- Any relocation of a sewer connection for any non-residential facility.
- A change in use, processes, or an expansion of an existing non-residential facility that results in an increase in flow or loading of 15 PE or more of domestic sewage.
- A change in use, processes, or an expansion of an existing non-residential facility that results in any increase in flow or loadings of non-domestic sewage.

What needs to be submitted?

- All applicants shall complete a NSWRD *Non-Residential Sewer Connection* permit application. <https://northshorewrd.org/wp-content/uploads/nonres.pdf>
- One (1) set of civil plans signed and sealed by a professional engineer registered in the State of Illinois).
- One (1) set of architectural plans and plumbing plans.
- Flow calculations for the total flow and loadings anticipated.
- IEPA permit application (WPC-PS-1 and appropriate schedules), if applicable. <https://epa.illinois.gov/topics/forms/water-forms/wastewater-permits.html>
- Completed *Compliance Department Industrial Survey* (if applicable). <https://northshorewrd.org/wp-content/uploads/NSWRD-Compliance-Survey-Form.pdf>
- For Industrial Waste discharges additional information may be required.

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 application(s), plans, and flow calculations 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 facility 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

- At the discretion of the NSWRD a sampling manhole may be required. Refer to detail for further information. <https://northshorewrd.org/wp-content/uploads/sampmh.pdf>
- 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

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

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