



Permit Type: Single-Family Residential Sewer Connection

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

- New connection to any sanitary sewer tributary to the facilities of NSWRD for a single-family residence.
- Any relocation of an existing single-family residence sewer connection.

**What if I'm demolishing a home that is already connected and building a new home?**

**Existing sewer service will be utilized for new home:**

- Provide a letter from the municipality stating the existing connection will be used and that the classification of the connection will remain the same. No NSWRD permit is required.

**Existing sewer service will be relocated for new home:**

- If there is an existing NSWRD connection permit a copy of the permit will be provided to the permittee and this shall act as the permit for the new home.
- If there is not an existing NSWRD connection permit, a NSWRD *Single-Family Residential Sewer Connection* permit application shall be completed as specified below, however there will be no NSWRD fee.

**What needs to be submitted?**

- All applicants shall complete a NSWRD *Single-Family Residential Sewer Connection* permit application. <http://www.northshorewrd.org/downloads/sfamily.pdf>
- A sketch or plot plan showing the street and street name on which the residence faces, the nearest cross street and name, location of the house, sanitary sewer, and proposed sewer service, and sewer service pipe size and material.
- If the residence will have a pool, plans of the proposed pool shall be submitted. The pool capacity shall be provided on the plans.

**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.
- 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.
- Upon approval of the application and required documents the NSWRD will provide the permittee with a fee calculation.
- NSWRD permit will be issued within 24 hours upon receipt of fees and after approval of an extension permit for the downstream sewer to which the residence 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 connection-related 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 single-family building to be connected to the sanitary sewers tributary to the NSWRD's facilities.
- Each dwelling unit in a duplex, triplex, or quadriplex building, townhouse, or rowhouse shall be considered a single-family dwelling and shall require a single-family sewer connection permit for each dwelling unit.
- 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

FAX: (847) 623-2461

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

Hours of Operation: Monday - Friday  
8:00 a.m. – 4:30 p.m.

RESOURCES

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

NSWRD Ordinances: [http://www.northshorewrd.org/resources\\_ordinances.htm](http://www.northshorewrd.org/resources_ordinances.htm)

Sewer Permits: [http://www.northshorewrd.org/resources\\_sewers.htm](http://www.northshorewrd.org/resources_sewers.htm)

Industrial Waste: [http://www.northshorewrd.org/resources\\_industrial.htm](http://www.northshorewrd.org/resources_industrial.htm)