

# Disconnect/Reconnect Procedure

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## Disconnect:

1. Contractor shall submit a “Click or Call before you Dig” through [UDIG NY](#) online or by phone at 811.
2. LCWSA staff will mark with paint/stakes/flags the locations of all existing water and sewer lines within the property frontage, based on our available records.
  - A. **Water:** Owner/Contractor is responsible for digging and temporarily capping the water service line for re-use. We typically suggest digging at the existing shut-off valve near the street/curb line to replace the entire length of service unless the existing pipe material/condition is known.
  - B. **Sewer:** Owner/Contractor shall dig and expose the existing sewer lateral to allow a video inspection to confirm the condition of the pipe is acceptable for re-use.
    - i. If the existing sewer lateral passes inspection it can be temporarily capped for re-use.
    - ii. If there are existing defects in the sewer lateral, it can either be repaired at the owner’s expense or a new lateral will be required with new connection to the sanitary sewer main.
3. Cap-Off Inspections: 24-hour advanced notice is required to schedule all inspections. Cap-off inspections must be completed for both water and sewer.

## Reconnect:

1. Trench Inspections: Prior to backfilling any new service, LCWSA shall inspect the new service lines within the trench. Inspection fees may be reduced if multiple inspections occur during a single visit; however, if additional inspections are required, additional fees may apply. The following items will be inspected:
  - A. Service line and bedding materials meet LCWSA requirements.
  - B. Service lines are located below the frost line (4.5’ below grade) where possible. Exceptions can be made for sewer laterals to allow for proper pitch of pipe.
  - C. Sewer laterals are pitched with the allowable slope that meets LCWSA specifications.
  - D. A sewer cleanout has been installed near the property/ROW and/or easement edge.
  - E. No other utilities share the same trench.
2. Final Inspections: Prior to activating any sewer or water account or turning on a new water service, a final inspection must be completed to confirm the following:
  - A. **Water:**
    - i. *Water Meter, Backflow Device, and Water Shut Offs* have been installed per LCWSA specifications or as indicated in the approved water permit.
  - B. **Sewer:**
    - i. Sanitary sewer plumbing only collects approved sanitary sewer waste and does not collect rainwater or groundwater.
    - ii. Downspouts/roof leaders drain to the ground or are connected to a storm sewer system.
    - iii. Sump pumps and foundation drains are connected to storm sewer systems or daylight to grade.
    - iv. Although not required a backflow check valve is recommended on all sanitary sewer laterals.