



ERIE COUNTY DIVISION OF SEWERAGE MANAGEMENT PERMIT ISSUING PROCEDURE – FREQUENTLY ASKED QUESTIONS

Q: Is it possible to obtain a Sewer Permit if I do not have Proof of Worker's Compensation Insurance on file at the Regional Office?

A: *No, a permit will **not** be issued to a contractor without this form of Insurance on file. Permit issuer should request that this be sent over ASAP. However, if the permit applicant is a homeowner, they do not need to provide Proof of Worker's Compensation Insurance.*

Q: How long is a Permit valid for?

A: *A permit is good for 90 days; after that time period, Renewal Permit must be issued for \$2.00 if any work needs to be done at that address. Please remember to call the Respective Regional Office to schedule an inspection before the work is complete.*

Q: Is there a charge for a Repair, Renewal, or Disconnect Permits?

A: *Yes, all Repair, Renewal, and Disconnect Permits are \$2.00.*

Q: What is the SBL number and where can it be found?

A: *The SBL number is the Section Block and Lot number. The Town or Village uses this number for tax purposes. If you need to get a SBL number for a property, call the Town or Village Assessor. (See attached list of Town and Village Assessor Phone Numbers) You can also look this up online at Erie County Real Property Web. (<http://www.erie.gov/depts/finance/webprop/index.asp>)*

Q: Can I pay for a Sewer Permit in cash?

A: *The only cash accepted is the \$2.00 for Repairs, Renewals, or Disconnects. Any amount other than \$2.00 requires a check or money order to be written as payment.*

Q: Who should checks be made payable to?

A: *Checks should be made payable to: Erie County Comptroller.*

Q: What if I need my Permit sooner than 6-8 business days?

A: *Contact the corresponding Regional Office to arrange to pick up the Permit or determine another date.*



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Q: Can I submit one check or money order for multiple Permit fees?

A: *Yes, you can!*

Q: What happens if I decide not to build?

A: *You may get a portion of your Permit Fee refunded, if approved by the Board of Managers. In this case, a letter must be written explaining your reasons. Alternatively, the Permit may be transferred to the new owner.*

Q: Is it possible that “Walk-In” Permits will be issued on days other than Wednesdays if necessary?

A: *Yes, if a customer comes in on a day other than a “Walk-In Wednesday,” a Permit will be issued after the Application is signed and approved. This may take a bit longer, however, as the Supervisors may not be readily available on days other than Wednesdays.*

Q: What if I am unsure of the Permit Fee?

A: *Call the respective Regional Office or Matt Salah downtown (858-6990) for clarification.*

Q: If I’m going to change the use of my building, do I need a Sewer Permit?

A: *Please contact the Nicole Elliott (823-8188 x227) of the Division of Sewerage Management with specific details related to the Change of Use.*

Q: If I am the homeowner and I wish to install the sewer myself, what should I do?

A: *Follow the instructions to obtain a Sewer Permit. Standard Connection Details are available upon request for your use.*