



Date: July 25, 2022
From: City of Vancouver Public Works Department – Engineering Services,
Sanitary System Planning and Design
Subject: **Right-of-Way Permit Application Requirements for Trenchless Service Lateral
Repair and Construction**

General information about trenchless service lateral repair and construction is posted to the City of Vancouver Permits Center’s Engineering Services webpage. The information below includes the corresponding right-of-way permit application requirements for trenchless service lateral repair and construction.

The right-of-way permit application is typically reviewed and approved within two business days when all the information requested below is provided with the application.

General Requirements

Trenchless lateral repair and construction are subject to the following requirements:

- Trenchless lateral repair and construction methods require preparation, submittal, and approval of a proposal, as described below, prior to right-of-way permit issuance.
- The trenchless repair or construction method complies with accepted industry practices and standards.
- Existing pipe and site conditions must be appropriate for the proposed method.
- Lateral size reductions will only be allowed with prior City approval.
- Proposals, methods, and materials shall not conflict with other Public Works standards, Building Department, Urban Forestry, or other applicable codes.
- Repair or construction shall not compromise any other sewer services, including any shared on-site building sewers and shared service laterals.
- Repair or construction shall not affect any other public or private utilities.
- Trenchless repair shall not protrude into the public sewer main.
- No annular space shall remain after construction has been completed.
- New cleanouts, changes in direction, and changes in slope are prohibited within the right-of-way.
- Repairs shall be inspected and approved by Construction Services.
- Meet the construction and inspection requirements below.

Permit Application Requirements

Prepare the permit application and accompanying documents prior to scheduling the repair work. Permit applications shall be prepared by a qualified contractor. The permit application shall include a narrative and a diagram, as described below.

Narrative

Prepare a narrative with as much detail as needed to describe the work. Identify the contractor name, sub-contractor name (if applicable), address, phone number, email address, and website address. Summarize proposed repair or construction method, and length of the work within the right-of-way. Summarize other details included on the diagram.

Diagram

Prepare a diagram identifying the following items when applicable. See the attached “Trenchless Lateral Repair” diagram for an example.

- Existing Conditions
 - Site address and parcel number
 - Streets names and alleys
 - Parking strips
 - Right-of-way and property lines
 - Public sewer easements
 - Curbs and sidewalks
 - Public water mains and hydrants
 - Public or private stormwater infrastructure and facilities
 - Trees
 - Utility poles
 - Other applicable features and utilities
- Existing Public Sewers
 - Existing public sewer mains and manholes, and locations within the right-of-way or public sewer easements (i.e., distance from curbs and/or property lines)
 - Public sewer main material and diameter
- Existing Service Laterals (piping within the right-of-way or public sewer easement)
 - Location, and distance to upstream and downstream manholes
 - Lateral diameter and material
 - Wye, tee, or riser
 - Shared service lateral connections with adjacent parcels and/or buildings
- Private On-site Building Sewers (piping outside of the right-of-way or public sewer easement)
 - Relative location on the subject parcel
 - Locations of shared connections
 - Shared building sewer connections with adjacent parcels and/or buildings
- Proposed Repair or Construction
 - Trenchless repair or construction method
 - Proposed pipe material, DR rating and diameter

- Cure method
- Pit locations (i.e., distance from sewer main, curb and property line)
- Pit dimensions (length by width by depth)
- Bypass pumping plan
- Length of repair or construction within the right-of-way or public sewer easement
- Re-connection details
- Re-connection distance from the public sewer main
- On-site building sewer cleanout

Submittal Instructions

Visit the City of Vancouver Permit Center's [Engineering Services website](#) or the Permit Center at City Hall to submit the permit application documents.

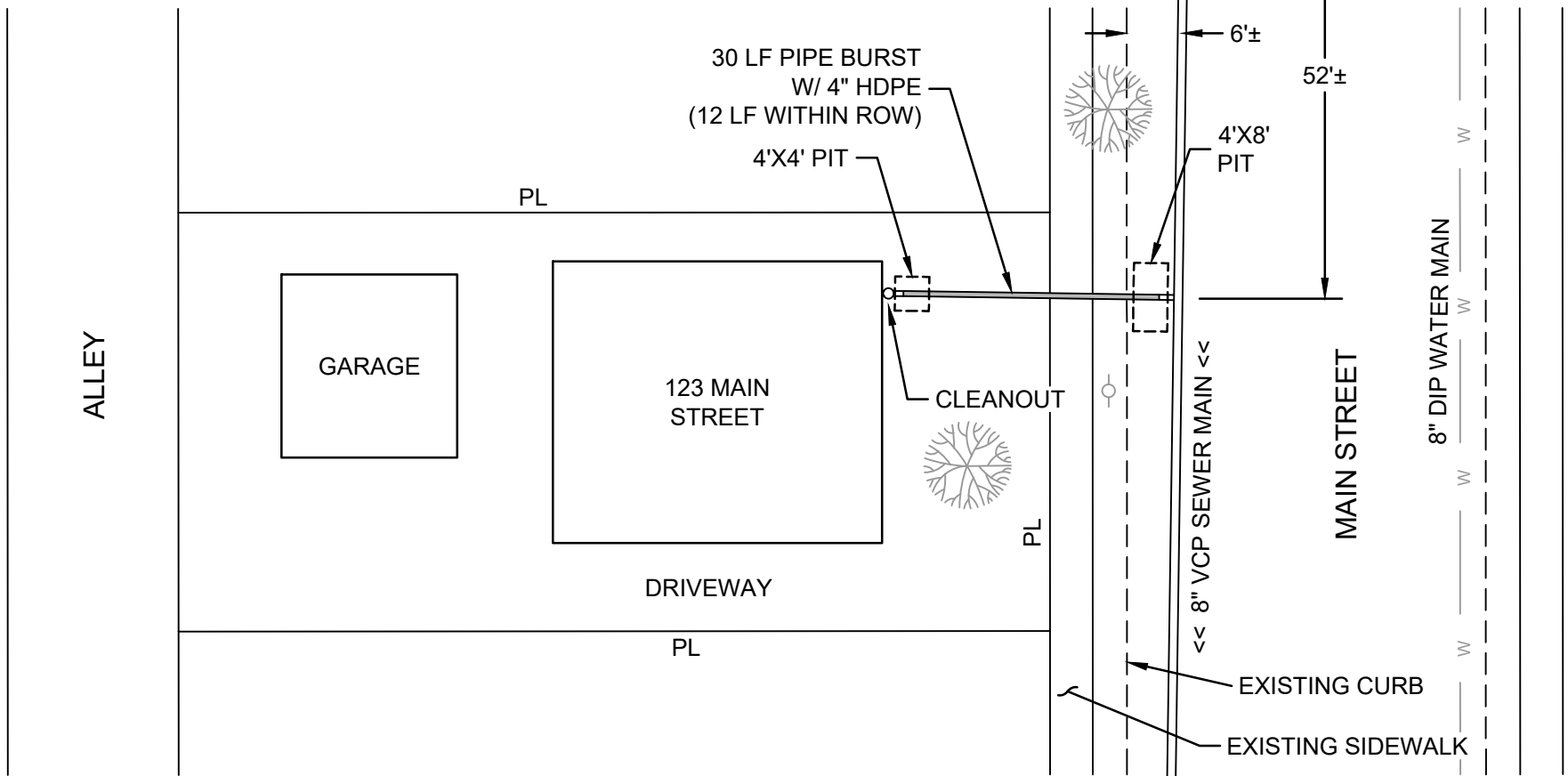
Permit Approval Requirements

City review and approval are required prior to issuance of the right-of-way permit. Pay fees and secure required permits. Plumbing permits are required through the Building Department for any proposed on-site work.

Inspection Requirements for CIPP

Post-construction video inspections are required for CIPP repairs. Clearly show the entire length of the liner within the right-of-way and the connection to the public main. Satisfy Construction Services testing and inspection requirements.

TRENCHLESS LATERAL REPAIR FOR
 123 MAIN STREET, VANCOUVER
 ABC CONTRACTING



NOTES:

1. SEE TYPICAL REQUIREMENTS ON CITY OF VANCOUVER WEBSITE.
2. EXISTING WYE AT THE MAIN NOT TO BE DISTURBED.
3. CONNECT TO EXISTING LATERAL ENDS WITH MAX ADAPTER, OR APPROVED EQUAL.
4. REPAIR/REPLACE ANY DAMAGED CURB OR SIDEWALK.
5. RESTORE PAVEMENT PER RIGHT-OF-WAY PERMIT.