

Cedar Rapids Public Works Department Standard Operating Procedure



Procedure Name: Researching Sanitary Sewer Service Records		Approved By: Doug Wilson	
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Published Locations (manuals/websites/etc.): Project Development and Management Manual – After any revisions to this document, replace the obsolete version stored on this webpage			

Purpose:

To summarize and document the process for finding sanitary sewer tap records for a property, and gauging the likelihood it has a bituminous fiber (Orangeburg) service.

Procedures:

Records of sanitary sewer service taps begin as early as the 1910s. Since then, several systems for tracking tap installations and replacements have come and gone. There are four primary resources you can check for tap records, depending on the age of the house/building (these links will not work for non-City personnel):

1. The "[Tap Books](#)" (1910s to 1990s) – Handwritten records of installations and replacements. These have been scanned for convenience. The hardcopy originals are kept with the Right of Way group.
2. The [SanTap Access Database](#) (1990s to 2015) – The successor of the handwritten books.
3. Building Services Plumbing Cards (1960s to 2015ish) – Exists only in hardcopy. Located in steel filing drawers in Building Services. These are actually for the private land side of permitting, but are a good backup for holes in Engineering's records.
4. [Energov](#) (2015 to present) – The latest incarnation of permit record keeping. It is viewable in Internet Explorer, only.

To begin your search, find the age of the property you're looking for:

- Go to [Infrastructure Viewer](#)
 - Cedar Rapids employees – Ask Admin staff for login credentials
 - External staff – You may request login credentials through I.T. Email itsupport@cedar-rapids.org for more information.
- Search for the address of the property.
- Click on the parcel you're interested in.

- The age of the building will be shown in the line “Residential Year Built,” or with similar language for commercial properties

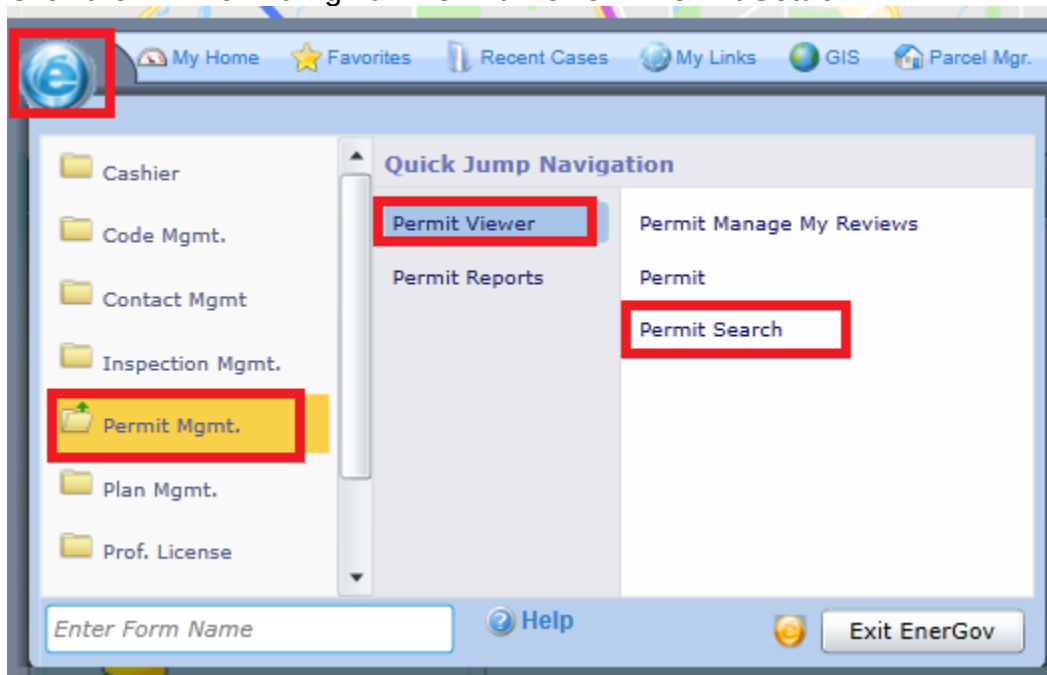
STADDRESS	1126 8TH ST NW
Property Description	HULL'S 3RD STR/LB 14 18
Sub or Condo Name	
OWNERNAME1	VILES SAMANTHA
Second Owner Name	
Postal Address	1126 8TH ST NW
Postal City	CEDAR RAPIDS
Postal State	IA
Postal Zip 5	52405
Postal Zip +4	0000
Residential Year Built	1,900.00
Residential Structure Type	1 Story Frame
Current Assessed Value	87,100.00
Assessor Map Code	
Zoom to	...

- If you've turned off default layers, parcel information is stored in Base Layers > Parcels

To find the most recent tap date for a property, start with the newest databases, and work backwards in time.

Energov

- Go to the [Energov](#) intranet site (must be opened with Internet Explorer)
- Login with your Windows credentials.
 - If this is your first time using Energov, you may need to have an account set up. Contact ITSupport@cedar-rapids.org and request access.
- Click the E > Permit Mgmt > Permit Viewer > Permit Search



- Go to the Address tab, and use the following search parameters:
 - Address Line 1 = House/building number
 - Address Line 2 = Street name (without the St/Dr/Ln/etc)
 - Street Type = St / Dr / Ln / etc
 - Post Direction = Quadrant

Search Criteria Shared Note: name is only required if criteria needs to be saved. Map Results Viewing 4 of 4 results.

Permit Address Hearing Meeting Contact Custom Fields Objects Submittal Review Items

Country Type US

Address Line 1 1424 Pre Direction Address Line 2 memorial

Street Type DR Post Direction SE Unit Or Suite

Address Line 3 City State

Address Type Parcel Number Postal Code

☒ Search Main Address Only ☐ Search Main Parcel Only ☐ Search Main Zone Only Zoning

Drag a column header and drop it here to group by that column

Permit Number	Main Address	Permit Type	Permit Status	Work Class	Project Name	Apply Date	Issue Date	Expire Date	Finalize Date	Inspection Date
EXCA-013340-2017	1424 MEMORIAL DR SE	Right of Way Excavation	Closed	Sanitary Sewer Service		5/4/2017	5/10/2017	6/9/2017	7/6/2017	7/3/2017
SEWR-013443-2017	1424 MEMORIAL DR SE	Sewer Permit	Issued	Repair		5/8/2017	5/9/2017	11/5/2017		6/22/2017
BLDR-011424-2013	1424 MEMORIAL DR SE	Building (Residential)	Closed	Repair		8/29/2013	8/29/2013	8/29/2014	8/29/2013	
BLDR-011107-2018	1424 MEMORIAL DR SE	Building (Residential)	Closed	Repair		4/6/2018	4/6/2018	4/6/2019	4/6/2018	

- You're looking for a permit for the property with a Permit Type = Right of Way Excavation and Work Class = Sanitary Sewer Service.
 - Sometimes a permit tech might use a different category on accident. You might also see "Sewer" or "Private Utility" or something similar in its place.
- To investigate the details of a permit, click on the folder icon which corresponds to the permit.

SanTap Access Database

- Open the [Access Database](#), which is located in PWEng > Construction > Sewer Taps > Santap
- To make things easier, sort by Street. Please note there is no consistent street naming convention. For example, 1st Avenue might be recorded as "1st Ave" or "First Ave" or "1st Av" under the street category.
- The tap date is recorded under the "Construction Date" column.
- Additional information:
 - It is worth reading the associated notes in the right-most column
 - For type of work, CO = cut off
 - Materials: CIP = cast iron pipe, VCP/Clay = vitrified clay pipe, HDPE = high density polyethelene, DIP = ductile iron pipe, Transite = asbestos cement, PVC = plastic (polyvinyl chloride).
 - The tap Direction, Distance and Tap Direction refers to Direction from nearest manhole, Distance from that manhole, and which cardinal direction the tap faces.
 - If the sewer was tapped as part of a capital project, that will be recorded in Job Number.

Building Services Cards

- Go to the steel drawer cabinets located on the wall which divides Building Services and Development Services. The drawers have the label "Plumbing" along the top.
- There are cards for each permit issued, sorted by street, and then by building number.
- Find the permit cards for the property you're looking for, and look for a marking in the "Sewer" box.
- The format of the cards changed through the years, but sanitary sewer service taps are always remarked with the word "sewer" or "sanitary sewer" somewhere in the comments. It is distinct from permits for toilets or other sources of waste water.

- The permit card date will be pretty close to the tap date. These cards are actually to permit installation of lines on private land. The sewer was likely tapped before the structure was built, maybe as much as a year ahead of time.

Tap Books

- Go to the folder where the scanned copies of the [Tap Books](#) are saved (PWEng > Construction > Sewer Taps > Tap Book Records Scanned)
- Records are organized by Quadrant, and subdivided by Streets and Avenues
- Open the correct file and search for the street the sewer main is located under
 - Sewers located underneath alleys are recorded under "Alley between [x] and [y]"
 - Streets with parallel sewer mains will be sorted according to the location of the main, for example "3rd Street SW – North Side"
- Taps are recorded in the direction of travel from manhole to manhole (not necessarily upstream to downstream). For example, if you want to know the date and location of the tap for 2483 Maple Drive NW:
 - Go to the Maple Dr section of the Named Streets NW book
 - Find the address (use the manhole locations as wayfinders)
 - In the below example, the sanitary sewer for 2483 was tapped 70 feet away from the manhole at the intersection of Maple and 26th St, and was tapped on the south-facing side. It was tapped in 1953.

337 340
371

SEWER IN MAPLE DR

MANHOLE IN 26th ST. GO EAST. 2088

70-S TAP-2483 MAPLE DR. COLGAN 1/20-53

59.5-N- " 131 26th ST. BOWKER 3/5-56

115-S- " 2475 " " HENNESSEY 7/8-53

120 = M.H. END.

M.H. IN 26th ST. GO WEST. 2087

36-S TAP- 2601 MAPLE DR. THOMAS 4/27-53

110.5-S- " 2605 " " MOCHAL 6/18-59

87.5-N- " 2600 " " HENNESSEY'S 7/14-55

120 = M.H. END. 1953

- Sometimes the taps were finished before house numbers were assigned. In that case, the taps will be associated with Lot numbers, such as the below:

SEWER IN MIDWAY DRIVE { CEDAR CREST HTS #2
#3-61

M.H. IN WILEY BLVD - GO WEST 2221

38.5-N-TAP-LOT 80 - CHARIPAR - 6/20-60

- To figure out the Lot number for an address, go to [Infrastructure Viewer](#), and find the address you're looking for. The lot number will be recorded under the Property Description. It will follow the letters "LB."

132520101700000

Assessing Use Description	
Property Class	RESIDENTIAL
SITEADDRESS	4200 MIDWAY DR NW
Property Description	CEDARCREST HEIGHTS 4TH STR/LB 80
Sub or Condo Name	
OWNERNAME1	SCOTTSMAN PROPERTIES IV LLC
Second Owner Name	
Postal Address	1663 24TH AVE NW
Postal City	CEDAR RAPIDS
Postal State	IA
Zoom to	***

- If a sewer service was replaced at some point, this will be shown in the Tap Book as follows. The original date will be crossed out, and the replacement date written above/below it. In this example, the sewer service for 4237 Midway Dr NW was originally installed in 1960, but was later replaced by Earl's Backhoe in 1986 with a CIP project:

*219-S-TAP-4237 MIDWAY CIP EARL'S 7/1-86
CROSS STREET 10-60*

- Corner properties may tap into the cross street. Check the records for the cross street if you don't find a tap record for the street contained in their address.
- If the scanned image is illegible or cut off, you can view the original, paper copy of the book. It is kept with the Right of Way group. Ask their Admin where to find it.

Is it Orangeburg?

- The only way to know for sure if a sewer service is Orangeburg or not is to have it televised. However, you can gauge the likelihood an address has Orangeburg based on the following:
 - Orangeburg was used in Cedar Rapids between 1950 and 1970. It was outlawed around 1970, but builders were allowed to use up remaining inventory. To play it safe, assume anything built between 1950 and 1973 is at risk for Orangeburg.
 - You can discount this possibility if you find a tap date or permit card after 1973 for a property.
- The Engineering Division runs an annual contract to have sewer services televised. If you want a property checked, find out who is administering that contract, and have them add it to the list. Usually, the inspections are done during the winter.