



SANITARY SEWER LATERAL PROGRAM PROCEDURE

The City of Des Plaines Sanitary Sewer Lateral Program aims to provide limited financial assistance to residents facing sanitary sewer blockage within qualifying areas. A sanitary sewer lateral is the section of the homeowner's sewer line that runs from the house to the sewer main in the street, parkway, or easement area. If a homeowner experiences a sanitary sewer back-up, the following steps must be followed in order for any work to be eligible for financial assistance (maximum of 30% or up to \$4,000 reimbursement) by the City.

STEP 1

Call the Public Works & Engineering Department at 847.391.5464 to inspect the sewer main and confirm that the main is not blocked and causing the back-up. The resident does not need to be present for this inspection. Any blockages discovered in the main will be cleared by the City. Public Works does not inspect/televise homeowner's lateral sewer lines.

STEP 2

If the main is not causing the back-up, the homeowner will be directed to hire a sewer contractor/plumber to check their individual sewer line.

A listing of reasonably-priced sewer contractors is available from the City, by request. If the sewer contractor/plumber discovers a blockage within the right-of-way, the Plumbing Inspector must be contacted at 847.391.5305 to verify this determination.

If the blockage is within the City's right-of-way or easement and can be cleared, the homeowner will be eligible for a reimbursement of 30% of reasonable rodding costs, up to \$100.

If the blockage cannot be cleared by rodding and the problem is within the right-of-way or easement, the Plumbing Inspector will make the determination to contact a City contractor or authorize the homeowner's plumber to proceed with the repairs at the homeowner's cost. Thirty percent (30%) of the total repair cost can be reimbursed to the homeowner, up to \$4000.

If the blockage is not within the right-of-way/easement, the homeowner is responsible for all costs. The homeowner is also responsible for all routine maintenance costs for the section of the sewer lateral not within the City's right of way/easement.

Questions regarding the Sanitary Sewer Lateral Procedure should be directed to: Paul Berner, Plumbing Inspector at: 847.391.5305.



REQUEST FOR THE SANITARY SEWER REBATE PROGRAM

ALL APPLICANTS MUST INCLUDE THE FOLLOWING

- Copy of the contract or job ticket from contractor
- Copy of the invoice indicating entire payment received / stamped paid in full
- Copy of City of Des Plaines permit or permit number
- Copy of proof of payment
 - Cancelled check (front and back)
 - Credit card receipt
- Original completed W-9 form

APPLICANT INFORMATION

Name: _____ Phone #: _____

Mailing Address: _____

City: _____ St: _____ Zip: _____

Property Address: _____

Permit #: _____ Email: _____

GENERAL INFORMATION

If your house is experiencing a backup of the sanitary sewer service during dry weather, the following procedures should be followed in order to qualify for this program:

- 1) Have the sanitary sewer service rodded. If the blockage exists on private property and the sewer service needs to be repaired, then the homeowner is responsible for all costs associated with the rodding and sewer repair. This work is not eligible for the sanitary sewer rebate program. **(Please note: a plumbing permit is required for sewer repairs on private property.)**
- 2) If the blockage is determined to be in the City right-of-way, please contact the City's Plumbing Inspector at 847-391-5305.
- 3) For blockages in the City right-of-way, the homeowner can choose to rod the line. This work is eligible for reimbursement of 30% of rodding costs up to a maximum of \$100.
- 4) If sewer repairs/replacement are required in the City right-of-way, then you are eligible for reimbursement of 30% of construction costs up to a maximum of \$4000. **All required inspections including final inspections must be approved by the City of Des Plaines Building Department prior to submitting a request for a rebate.**

Please allow up to six weeks to process and issue the reimbursement check.

ATTESTATION

I certify the documents remitted are true copies of the original documents of the project's incurred costs. I certify I have read the above and will be in full compliance.

Applicant Signature: _____ Date: _____

You must pass all final inspections before you may submit your application.

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									
				-			-		
or									
Employer identification number									
				-					

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Ownership and Insurance

The sewer lateral is owned and maintained by the property owner including any part that extends under the street or public right-of-way. The potential for property damage from sewer backups caused by damaged sewer laterals is something every Des Plaines homeowner needs to consider. Repair or replacement of damaged sewer laterals can cost thousands of dollars and typical homeowners insurance policies do not cover these costs.

However, sewer backup insurance coverage is available from most insurers as a “Rider” or “Endorsement” to homeowners insurance policies. These Riders may also cover the cost to repair or replace damaged sewer laterals. The City recommends you contact your homeowners insurance agent regarding this type of additional coverage. Make clear that you are seeking sewer lateral repair or replacement coverage, as well as coverage for the cost associated with a sewer backup.

There are other third party insurance or warranty products on the market that provide coverage for sewer lateral repair and replacement. The City of Des Plaines cannot recommend any one company and advises residents to carefully research each company before making a decision.