Sewer Availability Charge (SAC) Standard Operating Procedure

Purpose

The Building Code Department (BCD) is responsible for collecting Sewer Availability Charge (SAC) fees at the time of building permit issuance. A Metropolitan Council Environmental Service (MCES) Determination Letter must be received by the BCD before issuance of the building permit for all new construction, remodeled and demolished buildings, where there is change in the demand for sewage service. It is the responsibility of the Project Architect or Engineer to prepare the SAC Determination Application Form for each project.

Process Steps

Step One: As early as practical in the design process Architect or Engineer (AE) meets with owner, BCD Plans Examiner, Energy Management (EM), and the University Project Manager (PM) to review the project scope of work and potential changes in SAC usage. AE prepares Floor plan(s) noting all of the facility types and a spreadsheet analysis for any potential industrial wastewater usage as described in the SAC Procedure Manual.

Step Two: AE submits to the BCD, EM, and the University PM the prospective MCES prepared SAC submittal package (application forms, supporting documents & signed construction design drawings) for approval to proceed with the final submission.

Step Three: AE submits the final SAC submittal package to the MCES.

Step Four: MCES sends a determination letter to the BCD Building Official.

Step Five: The BCD will send the Owner Representative an invoice stating SAC units and dollar amount owed.

Reference Document


Definitions

Sewer Availability Charge (SAC): The Metropolitan Council Environmental Service (MCES) charge to the University of Minnesota for their portion of reserve capacity in the Metropolitan Disposal System (MDS).

Determination: The computation of SAC unit(s) required for a Site (usually based on the building plans). Determination should be completed by MCES when a modification is made to the use or a New Use occurs on the Site.

MCES Determination Letter: When MCES completes a determination review, a letter is sent electronically to the BCD and a copy to the Determination submittal applicant that states the SAC units to be paid by the University to MCES.