



**SAINT PAUL**  
PUBLIC WORKS

**Sewer Utility Division**

**PRIVATE SEWER CONSTRUCTION & REPAIR MEMO**

**Date Issued:** April 12, 2024

**Effective Date:** May 1, 2024

**Related Documents:** Sewer Lining Specification and CIPP Worksheet

**SUBJECT:** Updates to the Sewer Lining Specification Summary and CIPP Worksheet

**To:** All City of Saint Paul Licensed House Sewer Contractors and Master Plumbers

**From:** Richard Ekobena, Assistant City Engineer

This memo is to inform all City of Saint Paul licensed house sewer contractors and master plumbers about updates to the City's Private Sewer Lining Specification Summary and CIPP Worksheet. **These updates shall be effective 05/01/2024.**

**Key updates to the lining specifications include the following:**

- Lining specifications requirement 1: Submission of the assessment acknowledgement or acceptance form (signed by the property owner), defective connection form (signed by the property owner) and completed Saint Paul CIPP worksheet for pre-lining.
- Lining specification requirement 2: Pre-lining and post-lining videos must have the date and property address stated via audio or on-screen display, must show digital foot measurements, and must clearly show sewer main connection.
- Lining specification requirement 3: Pre-lining videos must show the full length of the sewer lateral.
- Lining specification requirement 4: Post-lining videos must show the full length of the sewer repair.
- Lining specification requirement 5: Submission of the final completed Saint Paul CIPP worksheet for post-lining
- Lining specification requirement 6: If the property owner is using the sewer assessment program, then the house sewer contractor or master plumber must submit a Mechanical Lien Waiver, the Repair Completion form, and a final invoice to [PW-SewerAssessment@ci.stpaul.mn.us](mailto:PW-SewerAssessment@ci.stpaul.mn.us) with the property owner copied in the email.

**Key updates to the CIPP worksheet include the following:**

- CIPP worksheet requirement 1: For all partial liners, specify the location/section of the sewer lateral that will be lined.
- CIPP worksheet requirement 2: For all spot repairs, specify if the lining will be through the repair from house to city main (full liner) or if the lining will be from the repair to the house/city main or both (partial liner).

Videos or worksheets that do not meet these updated requirements will not be accepted or approved.

As always, please send all general lining requests and inquiries to [PW-SewerLining@ci.stpaul.mn.us](mailto:PW-SewerLining@ci.stpaul.mn.us)

Richard O. Ekobena, P.E.

Assistant City Engineer

Public Works - Sewer Utility

700 City Hall Annex, 25 West Fourth Street; Saint Paul, MN 55102

P: 651-266-6253

F: 651-298-5621

[Richard.Ekobena@ci.stpaul.mn.us](mailto:Richard.Ekobena@ci.stpaul.mn.us)