

Requirements for Water & Sewer Connection(s)

New construction:

- Verify that services (water & sewer) are supplied at mains;
- An approved Building Permit/Footing Permit **must** be present at time of filling out application;
- A \$50.00 fee is to be obtained at time of application;
- Fill in all appropriate spaces on application;
- Ensure date, signature, phone number; how paid; & by whom paid for application is filled in;
- Make 2 additional copies (1 for customer & 1 for accounts);
- Write out a receipt and attach **White** to owner's application, Yellow to account's application; & **Pink** to original application (W&S's copy);
- Scan application to "**Construction Applications**".

New construction / Sprinkler where deposit is required:

- Verify that services (water & sewer) are supplied at mains;
- An approved Building Permit/Footing Permit **must** be present at time of filling out application;
- A site copy is required and **has to** indicate where the services are going;
- The deposit fee (varies) is to be obtained at the time of application;
- Fill in all appropriate spaces on application;
- Ensure date, signature, phone number; how paid; & by whom paid for application is filled in;
- Make 2 additional copies (1 for customer & 1 for accounts);
- Write out a receipt & stamp it with "**Paid**" stamp, then attach **White** to owner's application, Yellow to account's application; & **Pink** to original application (W&S's copy);
- Scan application and site copy to "**Construction Applications**".

Repair or Replacement:

- A \$50.00 fee is to be obtained at time of application;
- Fill in all appropriate spaces on application;
- Ensure date, signature, phone number; how paid; & by whom paid for application is filled in;
- Make 2 additional copies (1 for customer & 1 for accounts);
- Write out a receipt and attach **White** to owner's application, Yellow to account's application; & **Pink** to original application (W&S's copy);
- Scan application to "**Construction Applications**".

Procedure After Application

- Create the proper work orders: Install Work Order, Inspection Work Order, Sprinkler Work Order, Meter Work Order;
- Inspection & Sprinkler Work Orders are forwarded to technicians;
- Plumbing Permit is to be submitted for all **new** commercial and domestic buildings;
- **At no time is the water to be turned on until the technician has inspected the services, all necessary tests that are required are complete, and the plumbing permit (yellow copy) has been submitted;**
- A turn on is to be raised and attached to the meter work order;
- All completed work orders are to be put in the proper spreadsheets by the Operations Clerk, then passed on to the Tech II. The Meter WO's are passed on to the Clerical/Computer Clerk in the Finance Department.