

CITIZENS WATER APPLICATION FOR PLUMBING PERMIT

I hereby apply for a 90-Day plumbing permit to perform the following described work in accordance with requirements of Citizens Water and as instructed on the reverse side of this application.

Bonded Plumbing Company That Will Install Service _____

SERVICE LOCATION INFORMATION

House No. _____ Street Name _____ Apt. No. _____ City _____ County _____

Subdivision _____ Lot No. _____ Zip Code _____ Township _____

DOMESTIC OR IRRIGATION INFORMATION

BUILDING TYPE:

~ Existing ~ New
Reason for new service:
~ Without Water ~ Electric Pump
~ Hand Pump ~ Another Service
~ Inadequate Service

CUSTOMER TYPE:

~ Residential ~ Industrial ~ Multi-Family
~ Condominium ~ Other Util ~ Irrigation
~ Commercial ~ None of the above

METER LOCATION:

~ Pit ~ Multi-Mtr in Pit
~ Inside
Existing Services to be killed
~ Yes ~ No

TYPE OF SERVICE LINE:

~ New ~ Extend Dead End
~ Branch of New ~ Other ~ Replacement of
~ Branch of Existing: Existing

SIZES & QUANTITY REQUIREMENTS:

Service Line Diameter _____
No. of Meters _____ Size _____

SPECIAL REQUIREMENTS:

Backflow Prevention
~ Yes ~ No

Address _____ Attachment No. _____
Location of Water Main _____ Size Main _____
Street Name _____

OTHER SUPPLY:

~ Yes ~ No

TYPE:

~ Primary ~ Cooling
~ Secondary ~ Other
No. of Wells _____

FIRE LINE INFORMATION

~ New ~ Existing Comments: _____ Location of Water Main _____ Size Main _____
(Street Name)

Fire Service District/Township _____ Freeze prevention used ~ Domestic service from _____ Address _____

TYPE OF FIRE PROTECTION TO BE INSTALLED:

~ Hydrants only ~ Hydrant and Sprinkler Systems ~ Fire Meter and Hydrants
~ Sprinkler Systems and/or Hose Cabinets ~ Fire Meter w/hydrant,
and/or Hose Cabinets ~ Fire Meter sprinklers and/or
hose cabinet

No. of Hydrants _____ **Requested:** _____ GPM at _____ PSI
Size Line _____ at IW Main.

SYSTEM COMPONENTS TO BE INSTALLED:

~ Booster Pump ~ Check Valves ~ Ground Reservoir Volume in gallons _____
~ Jockey Pump & ~ in Main Line ~ Elevated Reservoir Volume in gallons _____
Meter Size _____ in Riser
~ Backflow Preventor

Approved for:

_____ GPM at _____ PSI
at IW Main.

PLUMBER:

Bonded Plumbing Company That Will Install Service _____ Date _____

Plumber's Signature _____ Tel # _____ (_____) _____

OWNER/CONTRACTOR:

I, the undersigned, authorize the above-named plumber to perform the work described in this application in accordance with the regulations on the reverse side of this application. I accept responsibility for paying the water bill when the service line is connected to the main.

Service Address _____ Lot # _____ City _____ Zip _____

BILLING INFORMATION: (PLEASE PRINT CLEARLY)

Customers Name: _____ Tel (_____) _____

Mailing Address: _____ City _____ ST _____ Zip Code _____

Authorized Agent Signature: _____ Owner _____ Gen Contractor _____

Date: _____ Tel # _____ (_____) _____ Address _____

IW USE ONLY:

Meter Data: _____ Mk _____ Sz _____ Number _____ Mtr Rdg _____ T-ON _____
LOS _____ Date/Svcmn _____

	8	7	6	5	
9					4
	0	1	2	3	

APPLICATION INSTRUCTIONS

Effective August 1, 1990, if the service line installation and the meter connection pass Utility inspection, a meter will be set on all taps made for residential 3/4 inch and 1 inch service lines.

An application must provide complete information before a permit can be approved. If this cannot be done on the face of the application, furnish a sketch showing service arrangement with reference to buildings, lots and streets.

Information requested must be completely filled out when application is received or tap will be refused.

All work on service lines must be performed by a plumber bonded with the Utility.

Written application and approval from the Utility must be obtained BEFORE any **Installation or alternation of water service line is started.**

Separate written application must be filed for each new service line (domestic, fire, or irrigation). In a single project, provide a plot plan showing streets, lot numbers, and service arrangement. Service line must follow the Standards Section 5 – Application for Service Lines.

Printed rules governing water service available upon request. Plans for all industrial, large commercial and residential, and all unusual installations should have advance approval before permit is requested. Plumbers should assure themselves of all Utility requirements before starting a job and the Utility accepts no responsibility for the failure to do so.

Service lines 3/4 inch through 1 1/4 inch do not require inspection from the meter pit to the structure. The service line from the main to the meter pit will be inspected at the time of the tap installation and must be approved before the trench is backfilled. Service lines 1 1/2 inch and larger **MUST BE** inspected before the trench is backfilled. **Service line must be installed up to the main for street bores before tap is made.** Prompt service on inspections and tap installations for each plumber is dependent upon each plumber having his job ready when promised, or giving advance notice when his job will not be ready as promised. Utility **approval will be indicated by a green tag and disapproved by a red tag**, with explanation.

OUTLINE OF UTILITY REQUIREMENTS

1. All domestic service and fire line installations must conform to Environmental Management Board Tile 320.
2. Plumbers will be held responsible for faulty workmanship, including improper backfilling of trenches.
3. No plumber shall break Utility seal on meter without authority.
4. Installation of yard hydrants is prohibited unless approved by the Utility.
5. All requests for new service must have a tract survey, legal description or lot number and subdivision name. Those requests to serve more than one (1) building must also include a site plan showing all buildings, meter installations and proposed service pipes.
6. No cross-connections shall be permitted which will allow water to flow between the Utility supply and any other supply unless proper protection devices, approved by the Indiana Department of Environmental Management and inspection by the Utility, are installed.
7. All stop boxes and meter pits must be left to finished grade. Boxes must be centered over the stop and be free of obstructions.
8. Connection spacers shall be removed immediately after a test. Unless Utility authorization has been obtained, no plumber shall leave a curb stop turned on to a premises without a meter.
9. Any fluctuation in pressure caused by a customer, that creates problems for another customer, is the responsibility of the customer causing the problem.
10. Minimum size of service pipe shall be 3/4 inch for domestic and irrigation service and 2 inch for fire lines.
11. Service pipe between main and meter shall be approved per service standards.
12. Minimum cover for all underground pipe shall be 4 1/2 feet. In buildings without basements, riser pipes shall be at least 4 1/2 feet from any outside wall, and exposed under floor piping must be provided with frost protection.
13. Service pipes, unless otherwise approved, shall be run in a straight line without bends within the building lines and at a right angle to the main.
14. Service pipe shall not be installed in a sewer trench. Shelving is not allowed.
15. When a service line is connected, the Utility will disconnect all unused existing service lines at the main as part of the job.
16. For 1 1/2 inch and larger lines, the stop and box shall be within 3 feet of the main. Boxes shall be properly blocked up.
17. Meter connections in pits shall be set with their centerline 16 inches below the top of cover.
18. Multiple meters in pits must have the meter connections tagged with the correct service address. The Utility will provide tags.
19. Extension of dead end services will only be permitted where existing service line material is copper or poly. Galvanized or lead service lines must be replaced from main to the point of metering.