



WATER TAP/EXCAVATION PERMIT/Repair

City of Delaware, Ohio
Planning and Community Development
Phone 740.203.1650 * Fax 740.203.1699
www.delawareohio.net

PERMIT # _____

Address to be tapped _____

Owner Name _____

Owner email address _____ Owner phone number _____

Parcel Number _____

Contractor _____ phone _____

Address _____ email _____

Auxiliary water (well)? Yes No **Would you like to keep it active?** Yes No

Property owner is required to comply with all rules and regulations regarding water service as described in Chapter 913 of the City of Delaware, Ohio Codified Ordinances. The work necessary to perform the tap shall be subject to the terms and conditions of this ordinance and all other ordinances of the City of Delaware, Ohio, and laws of the State of Ohio relative to waterline construction and to the stipulation herein contained and subject further to revocation for any violation of the said ordinances, laws or stipulations. Any and all disturbed surfaces and structures must be replaced in kind.

Signature of Property Owner _____ Print Name _____

BELOW: To be completed by the City of Delaware

Is tap required? Yes No Tap size requested _____ Meter Size _____

Permit Application Fee \$ **\$25.00 (1321.01)**

Tap Fee: 3/4" = \$700.00 & 1" = \$800.00 (Section 913.03) if City performs tap \$ _____

Meter Fee \$160.00 for standard size (5/8") if provided by Utility Department \$ _____

Meter Pit Fee \$300.00 if provided by Utility Department \$ _____

Capacity Fee \$ _____

Front Footage Fee: ORD. No. _____ feet @ \$ _____ per foot \$ _____

(If applicable)

TOTAL AMOUNT DUE \$ _____

Director of Utility _____ Date _____

Building Department Review _____ Date _____

Comments _____

Process for customer

- 1) Fill out permit
- 2) Drop off at City of Delaware Planning Department

Process for Planning Department

- 3) Date stamp
- 4) Put copy in pending folder
- 5) Forward to Matt Weber in Engineering to calculate fees-COMMERCIAL ONLY
- 6) Forward to Public Utility Department
- 7) We get permit back here
- 8) Email or call for customer to pick up permit

Process for customer

- 9) Customer pays
- 10) Customer to Utility Billing department to set up account
- 11) Customer should stake front yard desired location for meter pit (front yard by sidewalk)if the City of Delaware is installing tap
- 12) Allow City of Delaware 2 -3 weeks from date permit is picked up for the City to install tap and meter pit. If customer will not be using The City of Delaware to install the tap and meter pit, they can call Utility Billing office 203-1250 to schedule inspection after the customers contractor has installed pit.

Process for Planning Department

- 13) Email Ron Ambrose & Perry Mickley to let them know permit is paid and ready
- 14) Email Utility Billing Department at utbill@delawareohio.net to inform them the tap is paid and ready to bill

Definition

Tap fee (\$700.00)

This \$700.00 fee pays a ¾" tap into the main line and 60 feet of K-copper and meter pit and all road restoration if necessary