

## Ordinance #201 Tab #56

### Water Tap process:

Single Family Residential applicants can begin at the Clerk's Dept. with the application. (For new construction the house permit must be pulled prior to application)

All others must begin at the Building Dept. so that the appropriate Residential Equivalent fees can be determined prior to going to the Clerk's Dept. for application.

Water applications are available at the Clerk's Department and must be signed by the property owner or their licensed contractor.

A physical tap application must be completed and is available at the Treasurer's office. The application varies depending on the size of the line and meter requested.

If a road cut is necessary there will be additional charges.

Completed applications are sent from Clerk to Treasury for review and payment processing.

An inspection permit must be pulled at the Building Dept. and paid for at Treasury.

You must call the building dept. for an inspection when the line is constructed and ready for connection. Once approved you must call the water dept. for connection. There is a 5-week window for completion of the connection.