

CITY OF GALVESTON - MUNICIPAL UTILITIES DEPARTMENT

P.O. Box 779

Galveston, TX 77553

Phone: 409-797-3630

Email: publicworks@galvestontx.gov



WATER/SEWER TAP APPLICATION

Instructions to applicants:

Attention Developers: Development taps and/or any water/wastewater infrastructure installation(s) shall not be performed by the applicant unless the Construction Division or the Municipal Utilities Department representative are present. Please contact Construction Management to schedule time with the City's representative to be on-site when tap installation occurs or construction begins.

1. Applicants are required to purchase a sewer tap with the purchase of a water tap.
2. If you wish to request a waiver for the purchase of a sewer tap, you will need to provide proof of:
 - a. Existing Septic System
3. Water taps over 2 inches and sewer taps over 6 inches are not included in this application and will require a separate cost analysis which will be provided to the customer separately. In some cases, these will require a contractor to install.
4. No 1" split service will be provided.
5. The minimum size a water tap shall be 1", and the minimum size meter shall be 5/8".
6. A separate Plumbing Permit must be issued to a City registered plumber or irrigator to connect to tap.
7. The City's responsibility for tap installation is from the city main to the property line. Connection to tap from house is the responsibility of the property owner.
8. Tap cards will not be processed until application has been reviewed and approved for accuracy and payment made in full by applicant.
9. The taps fees associated with this application only covers the first 100 feet of pipe. Anything over 100 feet will be charged to the applicant for time and material cost.
10. Installation of Sanitary Sewer Clean Out is mandatory.
11. Applicant utilizing a contractor to install the tap must furnish proof of debris hauler with application (list of approved haulers can be found on the City's website).

Once the work order has been created, the normal time for tap installation is 6-10 weeks. This time frame may be extended due to weather conditions, equipment failure, or number of applications in system.

Tap application process:

1. Application and initial payment is received by the Municipal Utilities Department.
2. A service request is issued and applicant will receive via e-mail notice with a tracking number. Please keep this for your records.
3. City will review the application for accuracy and contact applicant for any clarification needed.
4. Approved application will be forwarded to the Customer Service Division for tap card issuance.
5. Once tap card has been received by the Municipal Utilities Division, a work order will be created and Installation is then in que for completion.
The six-ten week installation process begins once the work order has been created.
6. Once tap(s) have been installed, applicant will receive notice, via e-mail, of service request being completed and closed.

City Contact Information:

publicworks@galvestontx.gov

409-797-3630

WATER/SEWER TAP APPLICATION

I. JOB INFORMATION

_____ CAD Identification # Optional
 Service Address

Type of Work: New Residential New Commercial
 Multi-residential
 Type: Hotel
 Apartment
 Restaurant:
 Other: _____
 Replacing Existing Residential Replacing Existing Commercial

II. APPLICANT INFORMATION (check one): Owner Contractor

_____ Contact Phone Number
 Applicant Name

_____ Alternate Contact Phone Number
 Mailing Address

_____ Email Address(es) (Email address will be utilized as one method of communication with applicant to discuss approval/denial of application or to request additional information.)

III. OWNER INFORMATION

_____ Contact Phone Number
 Owner Name

_____ Alternate Contact Phone Number
 Mailing Address

_____ Email Address(es)

IV. CONTRACTOR INFORMATION

_____ Contact Phone Number
 Contractor

_____ City Registration No.

_____ Alternate Contact Phone Number
 Mailing Address

_____ Email Address(es)

V. PLUMBER INFORMATION

Plumber

Contact Phone Number

City Registration No.

Mailing Address

Alternate Contact Phone Number

Email Address(es)

VI. DEBRIS HAULING INFORMATION

1. Self Hauling

2. Hauler _____ Attach Proof.

VII. OTHER (circle applicable answer for each)

Water Tap:

Is there currently a visible water tap?

[] Yes [] No [] Unknown

Is this a meter set only?

[] Yes [] No [] Unknown

Sewer Tap:

Is there currently a visible sewer tap?

[] Yes [] No [] Unknown

Is this a cleanout installation only?

[] Yes [] No [] Unknown

VIII. BASIC FEE SCHEDULE

(Please see section IX for final cost)

WATER FEES

SIZE	METER	BOX	TAP	TOTAL
5/8"	\$202.00	\$35.00	\$3,190.00	\$3,427.00
1"	\$289.00	\$35.00	\$3,226.00	\$3,550.00
2"	\$626.00	\$88.00	\$3,721.00	\$4,435.00
3"	\$2,150.00	Customer Provided	Customer Provided	\$2,150.00
4"	\$6,900.00	Customer Provided	Customer Provided	\$6,900.00
6"	\$9,600.00	Customer Provided	Customer Provided	\$9,600.00

SEWER FEES

4" or 6" Diameter Service:	Utility Side Clean Out	Total
\$3,395.00	\$100	\$3,495.00

IX. PURCHASE TYPE (check all applicable)

TAP AND TYPE: All inclusive includes tap, meter & box.

Domestic Water:
Tap Price:

5/8"	1"	2"	3"	Permit Fee
\$3,550.00	\$3,550.00	\$4,435.00	Customer Provided	
				\$10.00

Cost:

Domestic
Tap Price:

5/8"	1"	2"	3"	Permit Fee
\$3,550.00	\$3,550.00	\$4,435.00	Customer Provided	
				\$30.00

Sprinkler:

Fire Line Tap: Customer provided

Sewer Tap:

4"	Permit Fee
\$3,395.00	
XXXX	\$10.00

Sanitary Sewer Cleanout:

\$100.00
XXXX

\$100.00

Total:

Sewer Tap & Fee Waiver Requested? Yes No

If yes: Please attach supporting documents for sewer tap waiver.

METER AND OR BOX: Check these boxes if only purchasing meter and/or box only and NOT tap.

Meter:

5/8"	1"	2"
\$202.00	\$289.00	\$626.00

Box:

5/8"	1"	2"
\$35.00	\$35.00	\$88.00

Total:

Signature of Property Owner

Signature of Contractor or Applicant

CITY STAFF REVIEW

X: CITY REVIEW

- 1. Domestic tap size request correct? Yes No
- 2. Domestic sprinkler size request correct? Yes No
- 3. Sewer tap size request correct? Yes No
- 4. Sewer tap waiver granted? Yes No Not applicable

Taps approved to be installed: Yes No

Signature of City Representative

Date

Print Name

Title

Approved by Sanitation:

Director of Sanitation

Date

Print Name