



# Planning & Development Department

320 E Jefferson Blvd, Dallas TX 75203

(214) 948-4480

## Water and Wastewater Service Installation Application<sup>(1of2)</sup>

Billing Name:		Billing Tax ID/EIN #:	
Billing Address:			Email
City:	State:	Zip:	Billing Phone #:

### Commercial and Residential

Service Address:			
Lot #:	Block #:	Is this permit for a Single Family or Duplex? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Fire Sprinklers? <input type="checkbox"/> Y <input type="checkbox"/> N	Irrigation? <input type="checkbox"/> Y <input type="checkbox"/> N	Sewer? <input type="checkbox"/> Y <input type="checkbox"/> N	Keep Existing Water Service? <input type="checkbox"/> Y <input type="checkbox"/> N
Service Size: <input type="checkbox"/> 3/4" <input type="checkbox"/> 1" <input type="checkbox"/> 1.5" <input type="checkbox"/> 2" <input type="checkbox"/> Other			
Comments:		P Contract #:	

### Additional Connection (Commercial Only)

Fire Sprinklers? <input type="checkbox"/> Y <input type="checkbox"/> N	Irrigation? <input type="checkbox"/> Y <input type="checkbox"/> N	Sewer? <input type="checkbox"/> Y <input type="checkbox"/> N	Keep Existing Water Service? <input type="checkbox"/> Y <input type="checkbox"/> N
Service Size: <input type="checkbox"/> 3/4" <input type="checkbox"/> 1" <input type="checkbox"/> 1.5" <input type="checkbox"/> 2" <input type="checkbox"/> Other			
Comments:			

**A permit is nontransferable and expires one year from the date of issuance.**

**Email [DWUrefunds@dallas.gov](mailto:DWUrefunds@dallas.gov) for refund issues.**

**Effective October 1, 2024, Dallas Water Utilities will discontinue providing city contractor installation services.**

**Customers must hire a bonded contractor for all installations. An inspection fee of \$465.50 will apply to each installation.**

**To request meters, a bonded contractor must call DWU's Distribution Division at [214-670-8460](tel:214-670-8460). Large meter fee schedule can be requested through [BIWaterWastewater@dallas.gov](mailto:BIWaterWastewater@dallas.gov).**

**An inspection by Water Distribution is required to close out the permit.**

**Prior to making connections to city lateral and/or main, an inspection by Wastewater Collections is required.**

**Building Inspection makes all green tag referrals to Wastewater Collection (214-670-8791). No Appointments Necessary.**

### Submitting this application:

- Single Family and Duplex - New Construction: Attach/Upload this completed application to ProjectDox building application.
- Single Family and Duplex - Addition or Remodel: Email this application to [BIWaterWastewater@dallas.gov](mailto:BIWaterWastewater@dallas.gov), after the building permit is acquired.
- Commercial: Email this application to [BIWaterWastewater@dallas.gov](mailto:BIWaterWastewater@dallas.gov).
- **A signed 3-page agreement from a registered, bonded contractor is required for all submissions. (See below)**



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## Water and Wastewater Service Installation Application(2of2)

The undersigned hereby agrees to all provisions of the Dallas City Ordinances governing water and/or sewer services. I am the owner of the above property or the owner's duly authorized agent with authority to make this application and contract and do hereby agree that in the event the owner of said property denies said agency relation or my authority to enter into this agreement and contract, or if the owner fails to honor or comply with the terms and conditions herein imposed, I will be personally bound and in my individual capacity honor and pay all obligations and amounts due that rise out of this application and contract.

**You are responsible for verifying utilities are available for this property.**

Signature of Applicant

Date

### For Office Use Only

P Contract #

Permit #

Water Fee

Wastewater Fee

Water Main Size & Location: \_\_\_\_\_

Deadhead Location: \_\_\_\_\_

Wastewater Main Size & Location:

Lateral Location:

Minimum Finish Floor Elevation:

### Permit Data

Account Number: \_\_\_\_\_

Date: \_\_\_\_\_ Clerk: \_\_\_\_\_



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## ATTACHEMENT/AGREEMENT TO WATER/WASTEWATER SERVICE PERMIT COVERING INSTALLATION OF COMMERCIAL/NON-INDIVIDUAL OWNER WATER SERVICES

PERMIT NUMBER (City Staff): \_\_\_\_\_

ACCOUNT NUMBER (City Staff): \_\_\_\_\_

**SERVICE ADDRESS:** \_\_\_\_\_

**BOND HOLDER:** \_\_\_\_\_

This applicant agrees to:

1. Furnish and file with the City an annual performance/maintenance bond in the amount of \$5,000.00 when the service is being installed by the permit process, to warranty the service installation from the main to the house line connection for a period of one (1) year from the date of acceptance by the City. One (1) blanket bond covers all installations for the calendar year. (Applies to bonded contractors only)
2. Furnish and file with the City the applicable insurance as outlined in Item 1.26 of the Dallas Water Utilities Addendum to North Central Texas Council of Governments (NCTCOG) Standard Specifications for public works construction. (Applies to bonded contractors only.)
3. Pay to City of Dallas, 320 E. Jefferson Blvd., Room 118, all connection fees and any additional charges which may be required.
4. A dedicated easement will be required if the existing public right-of-way is not adequate to accommodate the new service. For easement procedure, contact Engineering Department at 214-948-4205. The meter cannot be installed until this easement is obtained. (Applies to bonded contractors only)
5. Call Water Distribution at 214-670-8969 for large services and 214-670-8460 for services 2 inches and small a minimum of two (2) working days prior to commencement of work to schedule an inspection. Applicants may not be allowed to start a new permit installation until all existing meter installations have been completed.
6. Not performing work on any portion of the construction without an inspector on the site, unless authorized by the inspector, and not perform work on weekends or holidays unless authorized by the inspector.
7. Take every precaution necessary to safeguard the water distribution system during the construction activity. Applicant will be billed for repairs to a damaged water facility if the damage was caused by negligence of the applicant.

## ATTACHEMENT/AGREEMENT TO WATER/WASTEWATER SERVICE PERMIT COVERING INSTALLATION OF COMMERCIAL/NON-INDIVIDUAL OWNER WATER SERVICES

8. Meet or exceed the shoring and/or sloping requirements in accordance with the U.S. Code of Federal Regulations 1926-650-1926.653 or furnish a trench excavation plan sealed by a professional engineer registered in Texas. (Applies to bonded contractor only)
9. Have other utility lines and cables located prior to excavation activities and protecting them during excavation.
10. Use the Mueller CL-12 drilling/tapping machine, or an approved equal, on taps larger than 2 inches. Coupons to be given to the inspector after the taps are made. Taps must be made with no interruption to service. (Applies to bonded contractors only)
11. Replace any existing pavement that is damaged during the service installation.
12. Used approved restrained joint fittings and that not all thread material will be used for restraining joints. (Applies to bonded contractors only)
13. The piping must be disinfected prior to installation of the meter. The Water Distribution Inspector shall determine if the piping will be disinfected by chlorination or flushing. If chlorination is required, it shall be accomplished by the City. The contractor shall be required to install and remove the required pump-in and flushing connections for chlorination. The size and location of these connections shall be determined by the inspector. Testing water samples to ensure water quality will be accomplished by the City. (Applies to bonded contractors only)
14. After good water sample is received, the inspector shall issue a material release to the contractor. This allows the contractor to pick up the meter and meter hatch cover from the Dallas Water Utilities Stores Division at 2900 Municipal on the day they are to be installed. (Applies to bonded contractors only) Meters 2 inches and smaller are to be delivered by the inspector.
15. Adjust the 3-foot by 4-foot water meter access hatch cover by double wall bricking. Detail 503 in the DWU Appurtenance book shows one rolled and will be changed during the next reprint. Bricks shall be grade MS and shall be cored. (Applies to bonded contractors only)
16. Follow NCTCOG Specifications, Dallas Water Utilities Addendum to NCTCOG Specifications, Dallas Water Utilities Drawings, Details, and Standard Appurtenances and the latest edition of the DWU Approved Materials by Trade Name Listing During all phases of the service installation.

NCTCOG Specifications are available from:

North Central Texas Council of Governments

616 Six Flags Drive, Suite 200

Arlington, TX 76005-5888

Metro Telephone: 817-640-3300



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## ATTACHEMENT/AGREEMENT TO WATER/WASTEWATER SERVICE PERMIT COVERING INSTALLATION OF COMMERCIAL/NON-INDIVIDUAL OWNER WATER SERVICES

Dallas Water Utilities Addendum to NCTCOG Specifications, Dallas Water Utilities Drawing, Details, and Standard Appurtenances, and latest edition of the DWU approved materials by trade name listing are available from:

Dallas Water Utilities  
Building Inspection  
320 E. Jefferson Blvd., Room 118  
Dallas, TX 75203-2699  
Telephone: 214-948-4480

17. Follow the City of Dallas Department of Transportation Traffic Barricade Manual during all phases of the service installation. (Applies to bonded contractors only) Traffic Barricade Manuals may be obtained from:

Department of Transportation  
1500 Marilla, Room L1BN  
Dallas, TX 75201  
Telephone: 214-670-6904

18. Follow the City of Dallas Street Cut and Excavation Repair Standards. (Applies to bonded contractors only)
19. Dallas Water Utilities inspector having the authority to stop the service installation if the operation endangers the water supply or fails to follow specifications and details of any of the mentioned publications. (Applies to bonded contractors only)
20. Upon final acceptance of the work by the City of Dallas, the owner will turn over to the City and the City will accept the facilities as the property of the City of Dallas, free and clear of any liens and encumbrances. (Applies to bonded contractors only)

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Bond Holder

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Date