

Township Resident Procedure to Tap-in to City Water/Sewer Services

- 1) Plumbing Permit & **Authorization for new connection to public water/ and or sewer** need to be pulled at the Township. The township will provide the **Authorization and Permit** to residents.
- 2) The Township Resident would then take proper documents to City Hall; Clerk Cashier will not process unless the resident has those documents in hand.
- 3) If the resident has the permit and authorization, the Clerk Cashier will then proceed to process the **Tap & Meter Application**. The Clerk Cashier will give a copy of the tap & meter application to the Water Department.
- 4) **The Township will notify the city when final inspection is scheduled.** The Water Department will fill out the Field Date on the **Tap & Meter Application** once the tap-in is completed. *The Water Department will not allow tap ins without having this document on file with them.*
- 5) The Water Department will then give the completed application to the clerk cashier to start the billing process for the property.
- 6) The clerk cashier will then send the completed **Tap & Meter Application** to the Township for their records. While the original will be filed in the City with that property's water/sewer file, along with the permits pulled and the authorization from the Township.
- 7) If tapping into Sewer the resident will be given the application for sanitary sewer (sewer sketch and info) and a sewer use survey and asked to return within 14 days of tap-in.

City Resident Procedure to Tap into Water/Sewer Services

- 1) Plumbing Permit needs to be pulled for any tap-in.
- 2) Once Permit is filed **Tap & Meter Application** will be processed by Clerk Cashier.
- 3) Once the Permit and Application is processed, the Clerk Cashier will then give a copy of the **Tap & Meter Application** to the Water Department.
- 4) The Water Department will fill out the Field Date on the **Tap & Meter Application** once tap-in is completed. *The Water Department will not allow tap-ins without having this document on file.*
- 5) The Water Department will then give the completed application to the clerk cashier to start the billing process for the property.
- 6) If tapping into Sewer the resident will be given the Application for Sanitary Serwer (sewer sketch and info) and a sewer use survey and asked to return within 14 days of tap-in.