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 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 in to 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.

City of Buchanan New Water Service Connection Application- Tap & Meter

Field Date:	

PLICATION DATETOWNSHIP AUTHORIZATION PROVIDED			
157	er system will be in accordance with local ordinances with the existing and regulations, as adopted by the City of Buchanan.		
1) LOCATION			
SERVICE ADDRESS			
CITY BCTWP	PROPERTY TAX CODE		
2) APPLICANT			
NAME			
PHONE			
MAILING ADDRESS			
REASON FOR NEW SERVICE			
CLASSFICATION R C I	S W W/S WSI		
CLASSICATION II C I	3 W W/3 W3.		
WILL THIS SERVICE SUPPLY HOUSE BUISNESS (CIRCLE SERVICE SUPPLY)	S IRRIGATION FIRE SERVICE DUPLEX CONDO		
WILL AN IRRIGATION SYSTEM BE INSTALLED?	WILL IT HAVE A SEPARATE METER?		
IS THIS A NEW DEVELOPMENT IN WHICH A PRIVAT	TE CONTRACTOR WILL INSTALL THE SERVICE LEADS?		
Signature of Applicant & Date			
Signature of Applicant & Date			
Account Information	Payment Info: Cash/Ck/CC- Rect#		
Account #	Local Connection Fee:		
Location ID			
	System Connection Fee:		
Size 2	Tap/Inspection Fee:		
Serial #	Meter 1		
Auto Meter ID			
Date Installed	Meter 2		
Lat & Long	MXU Fee:		
Meter Location			
MXU Location	Total Due:		

Application for Sanitary Sewer Tap-in

DRAWING OF SERVICE LINE FROM TAP TO BUILDING AT:

OWNERS/NAME:		
PROPERTY ADDRESS:		
IMPORTANT!		
THIS DRAWING IS TO BE COMPLETED E	Y THE INSTALLER AND GIVEN TO THE CIT	TY OF BUCHANAN WITHIN 14 DAYS OI
CHECK TYPE OF PIPE INSTALLED:		
VITRIFIED CLAY PVC_	CAST IRON	_
NOTE:		
SDR 35 PLASTIC SEWER PIPE IS ALL	OWED PROVIDED ASTM STANDARDS	S AND MANUFACTUREERS
RECOMMENDATIONS ARE FOLLOW	ED. (7/11/00) RESIDENTL4L: 4" COM	IMERCIAL: 6".
Installed by	Date	_/
Sketch location of building, sewer line additional paper if more room is neces	s, cleanouts, and all dimensions below: sary.	Use back side or