

## APPLICATION INSTRUCTIONS

**Effective November 1, 2005**, if the service line installation and the meter connection pass City of Lawrence Utilities Department (LU) inspection, a meter will be set on all taps made for residential 3/4" and 1" service lines.

An application must provide complete information before a permit can be approved. Please attach a drawing showing service arrangement with reference to buildings, lots and streets.

Information requested must be completely filled out when application is received or tap will not be scheduled.

A contractor licensed and bonded with the City of Lawrence must perform all work on service lines. Please contact the Lawrence Building Commissioner's Office at 317-545-8787 for more information.

Written application and approval from the company must be obtained **BEFORE any installation or alteration of water service line is started.**

Phone or verbal application may be made for service line repair or replacement only.

Separate written application must be filed for each new service line (domestic, fire or irrigation). In a single project, provide a plot plan showing streets, lot numbers and service arrangement. Fire lines and service lines 1.5" or larger require a set of blue prints.

Printed rules governing water services are available upon request. Plans for all industrial, large commercial and residential, and all unusual installations should have advance approval before permit is requested. Contractors should assure themselves of all LU requirements before starting a job and Company accepts no responsibility for the failure to do so.

Service lines 3/4" through 2" require inspection from the main to the structure, and will be inspected at the time of the tap installation and must be approved before the trench is backfilled. Service line must be installed up to the main for street bores before tap is made. Prompt service on inspections and tap installations for each contractor is dependent upon each contractor having his job ready when promised, or giving advance notice when his job will not be ready as promised.

## OUTLINE OF COMPANY REQUIREMENTS

1. All domestic service and fire line installations must conform to Environmental Management Board Title 320.
2. Contractors will be held responsible for faulty workmanship, including improper backfilling of trenches.
3. No contractor shall break LU seal on meter without authority.
4. Installation of yard hydrants is prohibited unless approved by LU.
5. All requests for new service must have a tract survey, legal description, lot number and subdivision name. Those requests to serve more than one building must also include a site plan showing all buildings, meter installations and proposed service pipes.
6. No cross-connections shall be permitted which will allow water to flow between LU supply and any other supply unless proper protection devices, approved by the Indiana Department of Environmental Management and inspected by LU, are installed.
7. No interconnection or plumbing arrangement shall be permitted which will allow water or other solutions to be admitted or drawn into the distribution system of LU, or into lines connected therewith which are used for the conveyance of potable water.
8. All commercial services will have a properly installed reduced pressure principle backflow device installed before meter is set.
9. All backflow devices shall be tested and approved before meter will be turned on for normal use. LU will perform initial test of all backflow devices in conjunction with meter installation. Fees are determined by City Ordinance.
10. All stop boxes and meter pits must be left to finished grade. Boxes must be centered over the top and be free of obstructions.
11. Connection spacers shall be removed immediately after a test. Unless LU authorization has been obtained; no contractor shall leave a curb stop turned on to premises without a meter.
12. Any fluctuation in pressure caused by a customer, that creates problems for another customer, is the responsibility of the customer causing the problem.
13. Minimum size of service pipe shall be 3/4" for domestic and irrigation service and 2" for fire lines.
14. Service pipe between main and meter shall be approved type "K" copper tubing for sizes 3/4" through 3". A 3-inch service pipe may be approved copper tubing or other approved pipe.
15. Minimum cover for all underground pipe shall be 4.5 feet. In buildings without basements, riser pipes shall be at least 4.5 feet from any outside wall, and exposed under floor piping must be provided with frost protection.
16. Service pipes, unless otherwise approved, shall be run in a straight line without bends within the building lines and at a right angle to the main.
17. Service pipe shall not be installed in a sewer trench. Shelving is not allowed.
18. When a service line is connected, LU will disconnect all unused existing service lines at the main as part of the job.
19. For 1.5" and larger lines, the stop and box shall be within three feet of the main. Boxes shall be properly blocked up.
20. Meter connections in pits shall be set with their centerline 16" below the top of cover.
21. Multiple meters in pits must have the meter connections tagged with the correct service address. LU will provide tags.
22. All polyethylene pipes must be installed with tracing wire attached.
23. All services installed must have a check valve and meet LU standards, except on 1.5" and larger service lines where two angle valves or shut off valves will be required, along with appropriate cross connection control device. All meter pits are to be located as close to the right-of-way as possible and in the grass. Pits are not to be located in driveways or parking lots.
24. Taps and inspections must be scheduled 48 hours in advance.

**PLUMBING PERMIT APPLICATION**

*I hereby apply for a 90-day plumbing permit to perform the following described work in accordance with requirements of the City of Lawrence Utilities and as instructed on the reverse page of this application. Please read instructions thoroughly.*

**SERVICE LOCATION INFORMATION**

House No. \_\_\_\_\_ Street Name \_\_\_\_\_ Lawrence, Indiana \_\_\_\_\_ Zip Code \_\_\_\_\_

Subdivision \_\_\_\_\_ Lot No. \_\_\_\_\_ Parcel No. \_\_\_\_\_

Legal Description \_\_\_\_\_

**DOMESTIC OR IRRIGATION INFORMATION**

<b>BUILDING TYPE</b> <input type="checkbox"/> Existing <input type="checkbox"/> New	<b>CUSTOMER TYPE</b> <input type="checkbox"/> Residential <input type="checkbox"/> Commercial	<b>METER LOCATION</b> <input type="checkbox"/> Pit <input type="checkbox"/> Inside
<b>TYPE OF SERVICE LINE</b> <input type="checkbox"/> New <input type="checkbox"/> Branch of New <input type="checkbox"/> Branch of Existing _____	<b>SIZE &amp; QUANTITY</b> No. of Meters _____ Meter Size _____	<b>BACKFLOW REQUIRED</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

**CONTRACTOR'S INFORMATION**

Bonded Contracting Company That Will Install Service \_\_\_\_\_

Contact Person \_\_\_\_\_ License No. \_\_\_\_\_

Contractor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

**OWNER/CONTRACTOR**

I, the undersigned, authorize the above-named contractor to perform the work described in this application in accordance with the regulations on the reverse side of this application. I accept responsibility for paying the water bill when the service line is connected to the main.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**BILLING INFORMATION (PLEASE PRINT CLEARLY)**

<b>Customer's Name</b> _____	<b>Telephone No.</b> _____
<b>Mailing Address</b> _____	<b>City</b> _____ <b>State</b> _____ <b>Zip Code</b> _____
Authorized Agent Signature _____	<input type="checkbox"/> Owner <input type="checkbox"/> General Contractor
<b>Agent's Address</b> _____	<b>City</b> _____ <b>State</b> _____ <b>Zip Code</b> _____
<b>Date</b> _____	<b>Telephone No.</b> _____

**LU USE ONLY – METER INFORMATION**

Make \_\_\_\_\_ Size \_\_\_\_\_  Service Turned On  Service Left Off

Meter No. \_\_\_\_\_ TP No. \_\_\_\_\_

Meter Reading \_\_\_\_\_ TP Reading \_\_\_\_\_

Date Installed \_\_\_\_\_ Serviceman \_\_\_\_\_

Latitude \_\_\_\_\_ Longitude \_\_\_\_\_

8	7	6	5
9			4
0	1	2	3

*Place an X in box where meter is.*