WATER TAP/EXCAVATION PERMIT/Repair

City of Delaware, Ohio
Planning and Community Development
Phone 740.203.1600 * www.delawareohio.net
planningandevelopment@delawareohio.net

PERMIT #_____

Address to be tapped _____

Owner Name _____

Owner email address_____Owner phone number_____

Parcel Number_____

Contractor_____Phone_____

Address _____Email _____

Auxiliary water (well)? Yes ☐ No ☐ Would you like to keep it active? Yes ☐ No ☐

Property owner is required to comply with all rules and regulations regarding water service as described in Chapter 913 of the City of Delaware, Ohio Codified Ordinances. The work necessary to perform the tap shall be subject to the terms and conditions of this ordinance and all other ordinances of the City of Delaware, Ohio, and laws of the State of Ohio relative to waterline construction and to the stipulation herein contained and subject further to revocation for any violation of the said ordinances, laws or stipulations. Any and all disturbed surfaces and structures must be replaced in kind.
Annexation Chapter 913.20(c) Existing customers or new water connection permits issued for properties located outside of the City limits will be charged the above mentioned fee on condition that the owner of the property to be served shall, within sixty days of the time said property becomes contiguous to the City of Delaware, prepare and file or join in the preparation and filing of an annexation petition pursuant to Ohio R.C. 709.02 for such property to be annexed to the City of Delaware. The failure of any such non-resident water customer to comply with this condition shall be grounds for immediate termination of water service to the property.

Signature of Property Owner _____ Print Name _____

BELOW: To be completed by the City of Delaware

Is tap required? **Yes** ☐ **No** ☐ Tap size requested _____ Meter Size_____

Permit Application Fee	**$ $35.00 (1321.01)**
Tap Fee: ¾" = $800.00 & 1" = $1,000.00 (Section 913.03) if City performs tap	$_____
Meter Fee $305.00 for standard size (5/8") if provided by Utility Department	$_____
Meter Pit Fee $550.00 if provided by Utility Department	$_____
Capacity Fee	$_____
Front Footage Fee: ORD. No. _____feet @ $_____per foot (If applicable)	$_____
TOTAL AMOUNT DUE	$_____

_____ _____
Director of Public Utilities Date

_____ _____
Building Department Review Date

Process for customer

1) Fill out permit
2) Drop off at City of Delaware Planning Department

Process for Planning Department

3) Date stamp
4) Put copy in pending folder
5) Forward to Engineering to calculate fees-COMMERCIAL ONLY
6) Forward to Public Utility Department
7) We get permit back here
8) Email or call for customer to pick up permit

Process for customer

9) Customer pays
10) Customer to Utility Billing department to set up account
11) Customer should stake front yard desired location for meter pit (front yard by sidewalk)if the City of Delaware is installing tap
12) Allow City of Delaware 2 -3 weeks from date permit is picked up for the City to install tap and meter pit. If customer will not be using The City of Delaware to install the tap and meter pit, they can call Utility Billing office 203-1250 to schedule inspection after the customers contractor has installed pit.

Process for Planning Department

13) Email Ron Ambrose & Greg Doubikin to let them know permit is paid and ready
14) Email Utility Billing Department at utbill@delawareohio.net to inform them the tap is paid and ready to bill

Definition

Tap fee ($700.00) This $700.00 fee pays a ¾" tap into the main line and 60 feet of K-copper and meter pit and all road restoration if necessary