ERIE COUNTY DEPARTMENT OF ENVIRONMENTAL SERVICES

INSTRUCTION SHEET TO APPLY FOR AN ERIE COUNTY WATER SERVICE

WATER

SERVICE CONNECTION PERMIT APPLICATION FOR
SINGLE-FAMILY/DUPLEX RESIDENTIAL
MULTI-FAMILY/RESIDENTIAL
INSTITUTIONAL, COMMERCIAL, INDUSTRIAL
NON-SEWER DISCHARGE CONNECTION

PLEASE PLAN AHEAD. **– Water taps may be delayed due to water capacity problems, potential pretreatment issues, inclement weather or governmental agreements.**

Prior to connecting a water service to an Erie County water line, a new customer needs to apply for and receive a WATER SERVICE CONNECTION PERMIT. Please complete the attached application.

THE FOLLOWING STEPS SHOULD BE TAKEN TO APPLY FOR A PERMIT:

1. There must be a water main owned by Erie County available for public use at the service address.
2. **If you are applying for an INSTITUTIONAL, COMMERCIAL, or INDUSTRIAL WATER PERMIT,** you must submit two (2) sets of detailed drawings (including plan and profile, proposed and existing topography and all buried utilities) and specifications of all proposed water lines on 24"x36" sheets and in PDF format for plan approval.
3. ALL QUESTIONS on the attached application *MUST BE COMPLETED.*
4. APPLICATIONS *WILL NOT BE PROCESSED* until construction improvements have been completed.
5. **CONTRACTOR INSTALLING SERVICE LINE *MUST BE REGISTERED*** with D.O.E.S. Administration Division Office prior to the processing of this application.
6. You must **CALL THE WATER DIVISION FOR LOCATION OF SERVICE LINE.**
7. Drop off the application or mail it to: ERIE COUNTY
   DEPARTMENT OF ENVIRONMENTAL SERVICES
   P.O. Box 469, 554 River Road, Huron, OH 44839
   Office:(419) 433-7303 Fax:(419) 433-6214
8. The application will be reviewed and an invoice mailed within ten (10) working days from project acceptance and receipt of application.
9. **THE PERMIT WILL BE ISSUED UPON PAYMENT OF APPLICABLE FEES. PERMITS MUST BE ON-SITE DURING CONSTRUCTION.**
10. **CALL ERIE COUNTY WATER DIVISION TO SCHEDULE TAP. (THERE COULD BE UP TO A 4-6 WEEK WAITING PERIOD.)**
11. You can view the Rules for the Maintenance, Protection, Use and Operation of the Erie County Water Distribution System by going to Erie County's website at www.eriecounty.oh.gov/does.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT:

CONTACT	QUESTIONS CONCERNING:	TELEPHONE NUMBER
DOES - Administration Division	- Contractor Registration Procedures - List of Registered Contractors - Backflow prevention	(419) 433-7303
DOES - Billing Division	- Payment of fees	(419) 627-7638
DOES – Engineering Division	- Procedures - Calculation of fees	(419) 656-0577 B.Fleck/cell
DOES - Water Division	- Scheduling of water meter installation - Turn on of water - Water pressure - Size of water service - Type of fittings - Location of meter pit	(419) 627-7666

ERIE COUNTY
DEPARTMENT OF ENVIRONMENTAL SERVICES

WATER
SERVICE CONNECTION PERMIT APPLICATION

FOR ERIE COUNTY USE ONLY

Date Appl. Recvd: _____
Contractor Appvd: _____
Invoice Mailed/Fax'd: _____
Fee Amount Paid: _____
Permit #: _____
Date Permit Issued: _____
Date Tap Completed: _____
Application Scanned _____

PERMIT FEES INCREASES PAID

DATE	AMOUNT

1. **SELECT TYPE OF APPLICATION YOU ARE APPLYING FOR:**

☐ SINGLE-FAMILY / DUPLEX RESIDENTIAL

☐ MULTI-FAMILY / RESIDENTIAL

☐ INSTITUTIONAL, COMMERCIAL, INDUSTRIAL

☐ NON-SEWER DISCHARGE SERVICE CONNECTION

2. **APPLICANT'S NAME AND ADDRESS IS WHERE THE INVOICE WILL BE MAILED.**

APPLICANT'S NAME: _____
PLEASE PRINT

APPLICANT'S ADDRESS: _____
STREET

_____
CITY, STATE ZIP CODE

TELEPHONE NO: (____) _____ (_____) _____
AREA CODE / RESIDENCE AREA CODE / OTHER

3. **PROPERTY OWNER'S NAME AND ADDRESS:**

PROPERTY OWNER'S NAME (if different from 1): _____
PLEASE PRINT

PROPERTY OWNER'S ADDRESS: _____
STREET

_____
CITY, STATE ZIP CODE

TELEPHONE NO: (____) _____ (_____) _____
AREA CODE / RESIDENCE AREA CODE / OTHER

EMAIL ADDRESS: _____

4. **ADDRESS WHERE WATER SERVICE CONNECTION WILL BE INSTALLED:**

_____ _____ _____
LOT NO. HOUSE NO. STREET NAME

_____ _____
CITY OR VILLAGE STATE ZIP CODE

_____ _____
TOWNSHIP, if applicable PARCEL NO., if assigned

_____
BUSINESS NAME (Store / Plaza Name)

_____ _____ _____ _____
SUB-DIVISION NAME BLDG # UNIT # (s) PHASE #

ERIE COUNTY

WATER SERVICE CONNECTION PERMIT APPLICATION

5. **SELECT APPROPRIATE COUNTY:**

_____ Erie _____ Huron _____ Lorain _____ Sandusky

6. **PLEASE MARK ONE OF THE FOLLOWING:**

_____ New home/business being constructed _____ Existing home/business

7. **SELECT DESIRED METER SIZE:**

_____ 5/8"
_____ 3/4"
_____ 1"
_____ 1 ½"
_____ 2"

IF YOU SELECT OVER A 1" METER IN SIZE, YOU MUST SUBMIT PLANS FOR ERIE COUNTY D.O.E.S. APPROVAL.

Attach a copy of site plan and water supply plumbing plan signed by a licensed Professional Engineer of Ohio detailing water service line, back flow prevention device(s) (if required), building dimensions, location of County water main to which connection will be made, and all pertinent details.

If larger than 2", state required meter size: _____

8A. COMPLETE THIS BOX **ONLY** IF APPLYING FOR **SINGLE-FAMILY / DUPLEX RESIDENTIAL SERVICE:**

a. **TYPE OF PREMISES TO BE CONNECTED TO WATER MAIN** (check one):

_____ Single Family Residence _____ Duplex Residence _____ Condominium (individually owned unit)

b. **WILL THE PREMISES FOR THIS TAP BE UTILIZED FOR A PERMANENT EXTERIOR UNDERGROUND IRRIGATION SYSTEM?** _____ YES _____ NO

If YES, your Registered Contractor will be required to install ASSE 1020 PRESSURE VACUUM BREAKER.

NOTE: Applicants requesting water service to condominium property are subject to the provisions of Rule 5, Sections 4, 5, and 6 of the Rules. No permit for a connection to the Water Distribution System will be issued until the requirements of said Rule have been completed.

c. **ARE THE PREMISES TO BE SERVED BY THIS TAP PRESENTLY SUPPLIED BY WATER FROM A WELL OR CISTERN?** _____ YES _____ NO

If "YES", please indicate future status of well or cistern.

1. _____ To be abandoned **(For proper abandonment procedures, contact the Erie County Health Department at (419) 626-5623.)**
2. _____ Continue to use for non-potable purposes
3. _____ Other use (please explain) _____

NOTE: Rule 29 of the Rules prohibits connections between the District Water Supply System and any private, auxiliary or emergency water supply system, unless the method of connection and the use of such supply shall have been approved by the Ohio Environmental Protection Agency.

8B. COMPLETE THIS BOX **ONLY** IF APPLYIING FOR **MULTI-FAMILY/RESIDENTIAL SERVICE:**

TYPE OF PREMISES TO BE CONNECTED TO WATER MAIN (check one):

a. _____ Multi-Family Residence (apartments)
   _____ Number of One (1) Bedroom Units
   _____ Number of Two (2) Bedroom Units
   _____ Number of Three (3) Bedroom Units

b. _____ Condominium (multi-level "stacked" units)
   _____ Number of One (1) Bedroom Units
   _____ Number of Two (2) Bedroom Units
   _____ Number of Three (3) Bedroom Units

c. Will building(s) require a system for fire protection? _____ Yes _____ No

d. Fire line size: _____

Attach a copy of site plan and water supply plumbing plan signed by a licensed Professional Engineer of Ohio detailing water service line, back flow prevention device(s) (if required), building dimensions, location of County water main to which connection will be made, and all pertinent details.

NOTE: Applicants requesting water service to condominium property are subject to the provisions of Rule 5, Section 4, 5, and 6 of the Rules. No permit for a connection to the Water Distribution System will be issued until the requirements of said Rule have been complied with.

8C. COMPLETE THIS BOX **ONLY** IF APPLYING **FOR INSTITUTIONAL, COMMERCIAL, INDUSTRIAL SERVICE. (Remember to use an Erie County Registered Contractor to install an ASSE 1020 pressure vacuum breaker.)**

TYPE OF PREMISES TO BE CONNECTED TO WATER MAIN (check one):

a. **IF INSTITUTIONAL**, list type of institution (i.e. school, medical, dentist, nursing home, church, etc.)

_____

____ Number of residents, students, inmates, etc.
____ Number of employees

Attach a copy of site plan and water supply plumbing plan signed by a licensed Professional Engineer of Ohio detailing water service line, backflow prevention device(s), building dimensions, location of County water main to which connection will be made and all pertinent details.

b. **IF COMMERCIAL**, list type of business (restaurant, motel,/hotel, store, car wash, greenhouse, other office, etc.)

_____

____ Seating Capacity
____ Number of Employees
____ Number of Units (if motel/hotel)

Attach a copy of site plan and water supply plumbing plan signed by a licensed Professional Engineer of Ohio detailing water service line, backflow prevention device(s), building dimensions, location of County water main to which connection will be made and all pertinent details.

c. **IF INDUSTRIAL**, list type of business (i.e. manufacturing, processing, assembling, etc.)

_____

_____ Number of Employees

Attach a copy of site plan and water supply plumbing plan signed by a licensed Professional Engineer of Ohio detailing water service line, backflow prevention device(s), building dimensions, location of County water main to which connection will be made and all pertinent details.

8C. COMPLETE THIS BOX **ONLY** IF APPLYING FOR **INSTITUTIONAL, COMMERCIAL, INDUSTRIAL SERVICE (continued):**

TYPE OF PREMISES TO BE CONNECTED TO WATER MAIN (check one):

d. Will building(s) require a system for fire protection? _____ Yes _____ No
d. Fire line size: _____
f. Engineer's estimated average water usage: _____ gpd

NOTE: Applicants requesting water service to Institutional, commercial or Industrial property must furnish information required under Rule 1, Section3 and Rule 30, Sections 1, 2 and 3 of the Rules. No permit for a connection to the Water Distribution System will be issued until the requirements of said Rules have been compiled with.

8D. COMPLETE THIS BOX **ONLY** IF APPLYING FOR **NON-SEWER DISCHARGE SERVICE CONNECTION PERMIT** FOR IRRIGATION:

a. Select the designated Service Size x Meter Size below by circling one of the options listed.

Service Size x Meter Size	¾" x 5/8"	1" x ¾"	1" x 1"	1 ½" x 1 ½"	2" x 2"

The County shall install tap, meter crock (if needed) and meter assembly and service line to the meter. The charge for connection of a Non-Sewer Discharge Service to connect directly to a County water main shall be subject to the Installation Fees described in Rule 3, Section 2, B.4, plus the process and conveyance fees described above in this Rule.

b. WILL THE PREMISES FOR THIS TAP BE UTILIZED FOR A PERMANENT EXTERIOR UNDERGROUND IRRIGATION SYSTEM? _____ YES _____ NO
1. If yes, your Registered Contractor will be **required to install an ASSE 1020 pressure vacuum breaker**.
2. If no, what will the service be used for? Explain:

_____

_____

3. If installing a yard hydrant, it is **required to install an ASSE 1057 sanitary yard hydrant.**.

c. ARE THE PREMISES TO BE SERVED BY THIS TAP PRESENTLY SUPPLIED BY WATER FROM A WELL OR CISTERN? _____ YES _____ NO If yes, indicate future status of well or cistern:
1. _____ To be abandoned (For proper abandonment procedures, contact the Erie County Health Department at (419) 626-5623.)
2. _____ Continue to use for non-potable purposes
3. _____ Other use (please explain): _____

_____

NOTE: Rule 29 of the Rules prohibits connections between the District Water Supply System and any private, auxiliary or emergency water supply system, unless the method of connection and the use of such supply shall have been approved by the Ohio Environmental Protection Agency.

9. **INSTALLMENT PAYMENT OPTION:** Connection/Permit Fees which total in excess of $1,500.00 may be paid in installments over a five (5) year period. 20% down is required prior to the permit being issued. This option will include 60 monthly installment payments based on the Star Ohio Interest Rate, plus 2% given to the County Treasurer on its investments from the previous month. (See Rule 3 – Connection/Permit Fees, Section 4 of the Rules for the Maintenance, Protection, Use and Operation of the Erie County Water Distribution System.)

☐ YES, I am interested in applying for the Installment Payment option.

☐ NO, I will pay 100% of the amount owed before the Service Connection Permit is issued.

10. Please select a Contractor from the current registered "INSTALLING SERVICINE LINE CONTRACTORS" list or from the current registered "BACKFLOW TESTER/INSTALLING SERVICE LINE CONTRACTOR" list. You should call the Contractor prior to completing this application to ensure they are available to install your line as Erie County's Registered Contractors receive a monthly notice of Tap Applications submitted using their name as the Registered Contractor.

(Contractors must be registered with the Erie County Department of Environmental Services in accordance with the requirements set forth in Rule 34-Section 1: Any Contractor who constructs, installs, improves or modifies County water lines or private service connections which are ultimately connected to a County water main must be registered annually with the Department of Environmental Services in the same year and prior to such tasks being performed. **APPLICATION FOR A SERVICE CONNECTION WILL NOT BE PROCESSED UNTIL THIS REQUIREMENT HAS BEEN COMPLETED.)**

_____
INSTALLING SERVICE LINE CONTRACTOR'S NAME

_____ STREET _____ POST OFFICE BOX NO.

_____ CITY _____ STATE _____ ZIP CODE

(_____) _____ AREA CODE / BUSINESS (_____) _____ AREA CODE / FAX

_____
BACKFLOW CONTRACTOR/TESTER INSTALLING BACKFLOW PREVENTOR

_____ STREET _____ POST OFFICE BOX NO.

_____ CITY _____ STATE _____ ZIP CODE

(_____) _____ AREA CODE / BUSINESS (_____) _____ AREA CODE / FAX

11. The undersigned hereby applies to Erie County for a service connection permit and agrees to pay all permit fees within thirty (30) days of invoice date or will be subject to fee increases and to comply with all requirements of the Rules for the Maintenance, Protection, Use and Operation and all Standards and Rules and Regulations now or hereafter established by Erie County, Ohio.

SIGNATURE: _____ DATE: _____
PROPERTY OWNER OR AUTHORIZED AGENT

DO NOT SEND PAYMENT WITH THE APPLICATION. YOU WILL BE INVOICED AFTER THE APPLICATION HAS BEEN PROCESSED.