

RULE 1 - APPLICATION FOR WATER SERVICE CONNECTION PERMIT

Section 1. All applications for installation of water service connection permits must be submitted to the Department of Environmental Services, 554 River Road, P.O. Box 469, Huron, OH 44839. A current application can be obtained by going to our website: www.eriecounty.oh.gov/does and then select FORMS. You will see TAP APPLICATIONS and then select WATER TAP APPLICATION. Remember you will need to choose an Erie County Registered Contractor. The current registered installing contractors list is also available at our website by going to: www.eriecounty.oh.gov/does and then CONTRACTOR REGISTRATION. Select the current years Erie County Registered Service Line Installation Contractors list.

Section 2. Applications for water service connection permits must be purchased before a structure is connected to the watermain and are required when:

- A. A structure is connecting to a County water line for the first time;
- B. A structure is expanding potentially resulting in increased water use;
- C. A change in use of the structure resulting in increased water use or requiring a backflow prevention device.
- D. Any time a buried water service improvement is to be constructed outside the foundation of an existing or new building.

Section 3. Applications must be made by the owner of the premises to be served by the service connection or by an authorized representative of such owner.

Section 4. Applicants for an industrial or commercial service connection shall furnish information concerning the design and installation of the water supply system which will be connected to the public water system, in accordance with Rule 30. This may include detail drawings, specifications and engineering calculations as requested by the Sanitary Engineer. No permit for a water service connection will be issued until the applicant's on-premises water supply system has been approved by the Sanitary Engineer.

RULE 1 - APPLICATION FOR SERVICE CONNECTION PERMIT (Continued)

Section 5. Applicants shall provide all necessary information and complete application forms. Upon completion of the application, the Department of Environmental Services shall, within a period not to exceed ten (10) working days, review the application, determine property location and verify ownership, compute the service connection charge and other applicable tap-in fees or charges and notify the applicant by regular service mail with regard to the full amount to be paid by the applicant to the County for the desired service connection, or an Installment Agreement is entered into with the property owner with twenty percent (20%) paid down as described in Rule 3, Section 4, District A.

Section 6. No permit for a water service connection shall be issued where the residence or other structure for which service is requested is located on premises that does not have an existing public water line across the entire frontage of the parcel without an Accommodation Tap Agreement and Easement for extending the public water line.

Section 7. Upon receipt of payment in the total amount requested by the Department of Environmental Services, a service connection permit will be issued by the Billing Division Office.

Section 8. The holder of the permit must contact the Water Division Office and request installation of the service. The Water Division Office will place the request for service on a schedule for installation on a "first-come, first-serve" basis.

Section 9. Prior to the actual installation of the service, the Water Superintendent will meet on-site with the permit holder to determine the most favorable location for the meter setting. In the event it is not possible to meet with the permit holder, the Water Superintendent will exercise his discretion with regard to the location of the meter setting.