

BPW POLICY MANUAL

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EFFECTIVE DATE	BOARD APPROVAL DATE:
1/1/1998	1/12/1998

Introduction

New connections to the City water main require permits from the local municipal authority. Any change to a connection to a City water main must be approved by the BPW and carried out by BPW personnel. The various charges and fees for these services are described below. This policy establishes the requirements pertaining to water service applications, disconnects, resumes, and terminations.

Policy

- A. The owner or his/her agent shall make application for a permit to connect to the water system. The permit application shall be supplemented with plans, specifications, or other information when considered pertinent. For connections in the Townships, Township residents shall apply for a permit at the respective township office. For connections in the City, the owner/agent shall apply for a permit at the BPW Offices. Each applicant for water service shall be required to provide the following information:
1. The date of application
 2. The address of the premises to be served, the billing address, and the address of the owner of the premises
 3. The date on which the applicant will be ready for service
 4. The purpose for which the service is to be used
 5. The size of service
 6. The size and number of meters
 7. A copy of the plans if the service requested is larger than 2".
 8. Whether the applicant is an owner or tenant of, or an agent for, the owner of the premises. If the applicant is an agent, the BPW may require proof of his/her authority.

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- B. The applicant is responsible for payment of any charges incurred for connecting to the water system. The applicant shall pay the cost of installation for the Service Connection in accordance with the current schedule of charges approved by the BPW.