

Water and Wastewater Service Installation Application

Planning and Development Services
320 E. Jefferson Blvd, Room 105, Dallas, TX 75203

Billing Name:		Billing Tax ID/EIN #:		
Billing Address:				
City:	State:	Zip:	Billing Phone #:	

Commercial and Residential

Service Address:											
Lot #:	Block #:	Is this permit for a Single Family or Duplex?			Yes	No					
Fire Sprinklers?	Y	N	Irrigation?	Y	N	Sewer?	Y	N	Keep Existing Water Service?	Y	N
Service Size:	3/4"	1"	1.5"	2"	Other		<i>Refer to FAQs for info on service sizes.</i>				
Comments:						P Contract #:					

Additional Connection (Commercial Only)

Fire Sprinklers?	Y	N	Irrigation?	Y	N	Sewer?	Y	N	Keep Existing Water Service?	Y	N
Service Size:	3/4"	1"	1.5"	2"	Other		<i>Refer to FAQs for info on service sizes.</i>				
Comments:											

Helpful Links: [FAQ's](#) [Bonded Contractors List](#)

**A permit is nontransferable and expires two years from the date of issuance.
Email DWUrefunds@dallas.gov for refund issues.**

Effective October 1, 2024, Dallas Water Utilities will discontinue providing city contractor installation services. Customers must hire a bonded contractor for all installations. An inspection fee of \$275 will apply to each installation.

Bonded Contractor must call DWU's Distribution Division at 214-670-8460 to request meters. Large meter fee schedule can be requested through BIWaterWastewater@dallas.gov.

An inspection by Water Distribution is required to close out the permit.

An inspection by Wastewater Collections is required prior to making connection to city lateral and/or main. Building Inspection makes all green tag referrals to Wastewater Collection (214-670-8791). No Appointments Necessary.

Submitting this application:

- Single Family and Duplex - New Construction: Attach/Upload this completed application to ProjectDox building application.
- Single Family and Duplex - Addition or Remodel: Email this application to BIWaterWastewater@dallas.gov, after the building permit is acquired.
- Commercial: Email this application to BIWaterWastewater@dallas.gov.

• A signed 3 page agreement from a registered bonded contractor is required for all submissions.

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320 E. Jefferson Blvd, Room 105, Dallas, TX 75203

The undersigned hereby agrees to all provisions of the Dallas City Ordinances governing water and/or sewer services. I am the owner of the above property or the owner's duly authorized agent with authority to make this application and contract and do hereby agree that in the event the owner of said property denies said agency relation or my authority to enter into this agreement and contract, or if the owner fails to honor or comply with the terms and conditions herein imposed, I will be personally bound and in my individual capacity honor and pay all obligations and amounts due that rise out of this application and contract.

You are responsible for verifying utilities are available for this property.

Signature of Applicant _____

Date _____

For Office Use Only

P Contract # _____

Permit # _____

Water Fee _____

Wastewater Fee _____

Water Main Size & Location: _____

Deadhead Location: _____

Wastewater Main Size & Location: _____

Lateral Location: _____

Minimum Finish Floor Elevation: _____

Permit Data

Account Number: _____

Date: _____ Clerk: _____

**ATTACHEMENT/AGREEMENT TO WATER/WASTEWATER SERVICE PERMIT
COVERING INSTALLATION OF
COMMERCIAL/NON-INDIVIDUAL OWNER WATER SERVICES**

PERMIT NUMBER (City Staff): _____

ACCOUNT NUMBER (City Staff): _____

SERVICE ADDRESS: _____

BOND HOLDER: _____

This applicant agrees to:

1. Furnish and file with the City an annual performance/maintenance bond in the amount of \$5,000.00 when the service is being installed by the permit process, to warranty the service installation from the main to the house line connection for a period of one (1) year from the date of acceptance by the City. One (1) blanket bond covers all installation for the calendar year. (Applies to bonded contractors only)
2. Furnish and file with the City the applicable insurance as outlined in Item 1.26 of the Dallas Water Utilities Addendum to North Central Texas Council of Governments (NCTCOG) Standard Specifications for public works construction. (Applies to bonded contractors only.)
3. Pay to City of Dallas, 320 E. Jefferson Blvd., Room 118, all connection fees and any additional charges which may be required.
4. A dedicated easement will be required if the existing public right-of-way is not adequate to accommodate the new service. For easement procedure, contact Engineering Department at 214-948-4205. The meter cannot be installed until this easement is obtained. (Applies to bonded contractors only)
5. Call Water Distribution at 214-670-8969 for large services and 214-670-8460 for services 2 inches and small a minimum of two (2) working days prior to commencement of work to schedule an inspection. Applicant may not be allowed to start a new permit installation until all existing meter installations have been completed.
6. Not perform work on any portion of the construction without an inspector on the site, unless authorized by the inspector, and not perform work on weekends or holidays unless authorized by the inspector.
7. Take every precaution necessary to safeguard the water distribution system during the construction activity. Applicant will be billed for repairs to a damaged water facility if the damage was caused by negligence of the applicant.
8. Meet or exceed the shoring and/or sloping requirements in accordance with the U.S. Code of Federal Regulations 1926-650-1926.653 or furnish a trench excavation plan sealed by a professional engineer registered in Texas. (Applies to bonded contractor only)
9. Have other utility lines and cables located prior to excavation activities and protecting them during excavation.

10. Use the Mueller CL-12 drilling/tapping machine, or an approved equal, on taps larger than 2 inches. Coupons to be given to the inspector after the taps are made. Taps must be made with no interruption to service. (Applies to bonded contractor only)
11. Replace any existing pavement that is damaged during the service installation.
12. Used approved restrained joint fittings and that not all thread material will be used for restraining joints. (Applies to bonded contractors only)
13. The piping must be disinfected prior to installation of the meter. The Water Distribution Inspector shall determine if the piping will be disinfected by chlorination or flushing. If chlorination is required, it shall be accomplished by the City. The contractor shall be required to install and remove the required pump-in and flushing connections for chlorination. The size and location of these connections shall be determined by the inspector. Testing water samples to ensure water quality will be accomplished by the City. (Applies to bonded contractors only)
14. After good water sample is received, the inspector shall issue a material release to the contractor. This allows the contractor to pick up the meter and meter hatch cover from the Dallas Water Utilities Stores Division at 2900 Municipal on the day they are to be installed. (Applies to bonded contractors only) Meters 2 inches and smaller are to be delivered by the inspector.
15. Adjust the 3-foot by 4-foot water meter access hatch cover by double wall bricking. Detail 503 in the DWU Appurtenance book shows one rolled and will be changed during the next reprint. Bricks shall be grade MS and shall be cored. (Applies to bonded contractors only)
16. Follow NCTCOG Specifications, Dallas Water Utilities Addendum to NCTCOG Specifications, Dallas Water Utilities Drawings, Details, and Standard Appurtenances and the latest edition of the DWU Approved Materials by Trade Name Listing During all phases of the service installation.

NCTCOG Specifications are available from: North Central Texas Council of Governments
616 Six Flags Drive, Suite 200
Arlington, TX 76005-5888
Metro Telephone: 817-640-3300

Dallas Water Utilities Addendum to NCTCOG Specifications, Dallas Water Utilities Drawing, Details, and Standard Appurtenances, and latest edition of the DWU approved materials by trade name listing are available from:

Dallas Water Utilities
Building Inspection
320 E. Jefferson Blvd., Room 118
Dallas, TX 75203-2699
Telephone: 214-948-4480

17. Follow the City of Dallas Department of Transportation Traffic Barricade Manual during all phases of the service installation. (Applies to bonded contractors only) Traffic Barricade Manuals may be obtained from:

Department of Transportation
1500 Marilla, Room L1BN
Dallas, TX 75201

Telephone: 214-670-6904

18. Follow the City of Dallas Street Cut and Excavation Repair Standards. (Applies to bonded contractors only)
19. Dallas Water Utilities inspector having the authority to stop the service installation if the operation endangers the water supply or fails to follow specifications and details of any of the mentioned publications. (Applies to bonded contractors only)
20. Upon final acceptance of the work by the City of Dallas, the owner will turn over to the City and the City will accept, the facilities as the property of the City of Dallas, free and clear of any liens and encumbrances. (Applies to bonded contractors only)

Bond Holder

Date