

City of Lancaster

Division of Water

Tap Application

Application Date _____

Date Issued _____

Water Permit No. _____

Owner/Applicant Name _____

Tap Address (Mandatory) _____ PIN # _____

Lot Number _____ Subdivision _____

Use _____ Domestic Only _____ Fire Only _____ Domestic and Fire

Size of Tap Requested _____ Fire _____

Size of Meter Requested: Domestic _____ Fire _____

Registered Plumber's Name _____ Phone Number _____ Reg # _____

Owner/Applicant signature verifies that you have read and agreed to the conditions attached to this Water Tap Application Form.

Signature _____ Phone Number _____

Conditions

- The City of Lancaster, Division of Water, shall install service tap upon payment of said tap and capacity fee, adjacent to the lot line, **AS MARKED BY STAKE OR PAINT**, by the applicant. After the roadway/curb box is once set, the owner shall be responsible for any and all box damage and settings during excavations. The City of Lancaster, Division of Water shall maintain said service tap up to and including the control valve. The owner shall be responsible to maintain service line from control valve on the downstream side regardless of valve location, be it in the street or behind the curb. If the City of Lancaster, Division of Water, must repair roadway/curb box due to negligence, it shall be at owner's expense, on a time and material basis.
- **All service lines from control valve to meter, plus meter sets must be inspected. To ensure inspection date and time, a minimum of 24-hour notice is required, call (740) 687-6635 to schedule inspection.** No underground line to the meter shall be covered or water turned on to the meter until inspected and passed by the City of Lancaster, Division of Water. In all cases, the water shall be turned on by the Division of Water only.
- No Plastic plumbing will be permitted from the control valve to the meter.
- K-Type Copper and Class 52 Ductile iron only is acceptable.
- All water meters and shut off valves must be accessible at all times.
- All meters shall be set so that the meter can be read from outside by a touch read type meter.
- Any meter set to the outside shall be installed in an approved meter pit/meter house only.
- This tap shall be subject to any other future change of policy or rule or regulation addition or change in the future.
- For additional information, please see Division of Water Section 800 Specifications.
- A water tap fee and capacity fee must be paid, before a tap shall be installed. This permit covers both the tap and capacity fees for 12 months. After expiration, permit holder is subject to the new fee structure.
- No tap or service line may be installed until the required Right of Way Permit is issued.
- Meters are purchased separately. Contact the Division of Water at (740) 687-6635.
- Work must be completed by a contractor registered with the City of Lancaster Certified Building Department.

48 Hours Before You Dig Call Utilities Protection Service at 811 or 1-800-362-2764

This permit expires one (1) year from date of issue. Work must begin prior to expiration date. You may renew this permit one time prior to the expiration date at the Certified Building Department at 121 E. Chestnut St, Lancaster OH 43130

FOR OFFICE USE ONLY

Tap already installed?	Yes	No	Service Area	Inside Corp	Outside Corp
Tap Requested	Approved	Disapproved	Credit for Previous tap \$	_____	
Tap Fee \$	_____	Capacity Fee \$	_____	Total Due \$	_____
Use of Right of Way Permit Submitted	_____	Right of Way Excavation Permit Submitted	_____		