



# CITY OF DEARBORN WATER & SEWERAGE DIVISION SERVICE TAP REQUEST REVIEW FORM

**A NON-REFUNDABLE \$75.00 DEPOSIT IS REQUIRED. THIS DEPOSIT WILL BE DEDUCTED FROM THE TAP FEES. THIS FORM IS ONLY VALID 90 DAYS FROM THE DATE OF SUBMITTAL.**

CASH RECEIPT NUMBER \_\_\_\_\_

**FOR ANY QUESTIONS REGARDING THIS FORM – CONTACT (313) 943-2306**

DATE OF SUBMITTAL \_\_\_\_\_ NAME OF APPLICANT \_\_\_\_\_

ADDRESS OF NEW TAP \_\_\_\_\_ LOT NO. \_\_\_\_\_

BETWEEN STREETS \_\_\_\_\_ AND \_\_\_\_\_

**THE SIZE OF THE SERVICE AND WATER METER WILL DIRECTLY AFFECT THE CUSTOMER'S QUARTERLY WATER BILL.**

SIZE OF SERVICE \_\_\_\_\_

SIZE OF METER \_\_\_\_\_

**PLEASE CHECK ALL BOXES THAT APPLY TO THIS TAP:**

- DOMESTIC SERVICE     FIRE SUPPRESSION SERVICE     RESIDENTIAL     COMMERCIAL
- NEW CONSTRUCTION     REPLACES EXISTING SERVICE     IN ADDITION TO EXISTING SERVICE (S)

- **FOR QUESTIONS REGARDING FIRE SUPPRESSION SYSTEMS, PLEASE CALL THE FIRE MARSHALL @ 313-943-2838.**
- **IF YOU HAVE ANY QUESTIONS REGARDING BACKFLOW PREVENTION OR NEED ASSISTANCE DETERMINING WHICH DEVICE IS TO BE INSTALLED, PLEASE CALL (313) 943-2181 or 4468.**
- **IF THE TAP APPLIED FOR IS A FIRE SUPPRESSION SYSTEM, YOU MUST SUPPLY US WITH THE NAME AND TELEPHONE NUMBER OF THE FIRE PROTECTION COMPANY WHO WILL BE INSTALLING THE FIRE SUPPRESSION SYSTEM.**

BUILDING CONTRACTOR \_\_\_\_\_

NUMBER & STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CONTRACTOR PHONE NO. \_\_\_\_\_ FAX \_\_\_\_\_

FIRE PROTECTION CO. \_\_\_\_\_ PHONE NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_

PLUMBER'S NAME \_\_\_\_\_ LICENSE NUMBER \_\_\_\_\_

**(OVER)**

## **ATTENTION!!**

- **THE PLUMBER WILL BE HELD DIRECTLY RESPONSIBLE FOR REPLACING ANY BROKEN SIDEWALKS DUE TO THE TAP INSTALLATION. ALL SIDEWALKS MUST BE REPLACED BEFORE A CERTIFICATE OF OCCUPANCY WILL BE ISSUED AND THE PLUMBER IS RESPONSIBLE TO MAINTAIN SAFE PEDESTRIAN ACCESSIBILITY DURING THE ENTIRE CONSTRUCTION PROJECT.**
  
- **WHEN FULL PAYMENT IS MADE, THE TAP WILL BE PUT ON THE SCHEDULE TO BE COMPLETED. THE SCHEDULING IS GENERALLY ON A FIRST COME, FIRST SERVE BASIS, AS CREWS ARE AVAILABLE FROM EMERGENCY AND OTHER PRIORITY TASKS.**
  
- **MOST TAPS CAN BE COMPLETED WITHIN 4 TO 6 WEEKS FROM THE DATE OF FULL PAYMENT. DUE TO OTHER MAINTENANCE COMMITMENTS, WE CANNOT OFFER SPECIFIC DATES FOR COMPLETION OF THE TAP.**
  
- **THE WATER DIVISION WILL NOT BE RESPONSIBLE FOR SCHEDULING DELAYS IF THE PROPERTY IS INACCESSIBLE DUE TO CONTRACTOR MATERIALS, DEBRIS OR EQUIPMENT, OR IF THE SERVICE LINE (UP TO 2" ONLY) HAS NOT BEEN BROUGHT TO THE PROPERTY LINE, STAKED AND EXPOSED.**
  
- **ALL SCHEDULING QUESTIONS SHOULD BE DIRECTED TO THE WATER MAINTENANCE SUPERVISORS AT 313-943-2395 OR 3072.**

## **SEASONAL ALERT!!**

- **TAP APPLICATIONS SUBMITTED FROM NOVEMBER 1<sup>ST</sup> THROUGH FEBRUARY 15<sup>TH</sup> MAY BE SUBJECT TO PROLONGED SCHEDULING DELAYS DUE TO A PRIORITY ON HYDRANT AND WATER MAIN BREAK REPAIRS AND / OR FROST CONDITIONS.**

\_\_\_\_\_ APPLICANT SIGNATURE

PHONE NO. \_\_\_\_\_

FAX NO. \_\_\_\_\_