

# NEW WATER SERVICE INSTALLATION CHECKLIST

Applicants must follow the process below for new water service.

## 1. Application Phase (Pre-development Permits)

- Applicant** completes the online [New Water Service Application](#)
- Applicant** pays online \$300 application will serve fee (non-refundable)
- District** drafts and approves **Conditional Will Serve Letter**. *(Board of Director's approval required for Tier II projects).*
- District emails** Conditional Will Serve Letter usually within 5-7 business days along with development phase required forms.
- Applicant** uses the Conditional Will Serve letter to get development permits from the county or city.

## 2. Development Phase (applicant has obtained building permit but has not begun building)

- Applicant** provides a copy of the building permit to District
- Applicant** completes and submits documents below.
  - All projects must fill out and return the - [Indoor Water Use Efficiency Checklist](#)**
  - Tier I Single-Family Residences (parcel sized less than 10,000 sf) **must fill out and return the - [Outdoor Water Use Efficiency Checklist](#)**
  - Tier II Single-Family Residences** (parcel sized equal to or greater than 10,000 sf), **Multi-Family Residential, Commercial, Industrial, or Public Development must fill out and return the - [Landscape Project Application Package](#)**
  - ADU** fixture count worksheet (if applicable)
  - Remodel/Additions** fixture count worksheet (if applicable)
- District** drafts and approves Unconditional Will Serve Letter *(Board of Director's approval required for Tier II projects).*
- District emails** Unconditional Will Serve Letter usually within 5-7 business days along with required building phase forms, District approved contractor list, and next steps.

## 3. Building/Agreement Phase

- Applicant** hires District-approved contractor to install water service
- Applicant** turns in completed required forms to District Staff:
  - o [Backflow Prevention Checklist](#) (applicant/owner completed)
  - o [Fire Protection Requirements Form](#) (applicant/owner completed and fire department completed)
  - o Customer Billing Information Form (applicant/owner completed)
  - o [Water Waiver](#) for Pressure and/or Flow (if required this must be completed by owner, notarized and recorded at County)
  - o Restricted Meter Policy form for 5/8" restricted meters (if required this must be completed by owner)

- District** prepares the Service Installation Agreement detailing fees and the contractor guarantee form. This agreement is valid for 90 days. **Please wait until you are ready to start construction. If the agreement expires, the applicant will be subject to paying the current water capacity fees.**
- Applicant** pays fees, **owner** digitally signs page 5 of the agreement and **contractor** digitally signs page 7 (guarantee form).
  - Fees include:
    - [Water Capacity Fee](#)
    - [Meter Drop Fee](#)
    - Administration, Overhead and Inspection Deposit (*based on project size*)
- District Engineering Manager** executes the agreement and emailed to the contractor and applicant/owner. Contractor can then begin work.
- Applicant's** District-approved contractor installs water service per District guidelines with oversight from District's construction inspector.
- District** provides notice of completion after project passes final inspection.
- Contractor** submits total As Built costs and two year Maintenance Bond.
- District** installs meter and activates service.
- Owner** must call Billing department with their social security to activate account.
- District** closes out project. If there are remaining funds from the Construction Inspection Deposit this is refunded to the owner. If the funds were exceeded, the owner is invoiced for the overage.