



**New Commercial Service Tap Application Instructions**  
*(effective January 25, 2024)*

1. All commercial and industrial Customers requesting water and sewer services for a property will need to fill out and submit the attached New Commercial Service Tap Application to the Galveston County Water Control and Improvement District No. 1 (District) Falco Office located at 2320 Falco Street, Dickinson, Texas 77539 or by email to [falco@gcwcid1tx.gov](mailto:falco@gcwcid1tx.gov). If there are any questions concerning this form, please call 281-337-7529.
  2. In addition to this application, all commercial and industrial customers will also need to provide the District the following information in order to process the commercial tap request:
    - **Proof of Property Ownership** – A warranty deed, final closing settlement statement or other document that confirms property ownership. In the event the Residential Customer requesting service is not the property owner, they must provide written documentation from the property owner that they are in agreement with the proposed utility service request. The non-property owner would then be responsible for all required fees and installation costs.
    - **Property Survey** – For new builds or re-plats, a copy of the recorded plat / re-plat or boundary survey of the property.
    - **Construction Plans** – For new builds or addition of structures on the property, a copy of the proposed site plan showing the proposed water and sanitary sewer layout.
    - **Address Verification** – Verification of the property address by the City of Dickinson (if within their City limits) or Galveston Central Appraisal District (if located in unincorporated Galveston County). A 911 address designation will only be accepted for additional structures on a single platted property in unincorporated Galveston County.
- CITY OF DICKINSON - Permits Department - 281-337-6276**
- GALVESTON CENTRAL APPRAISAL DISTRICT – 409-935-1980, Extension 423**
- Note that the District will NOT provide separate water and sewer taps to additional structures on a single platted property unless the City or Appraisal District has issued a unique address to that structure.**
3. All property “not in the District” and desiring service from The District **must be** annexed. Only Property Owners may annex a property. The District will not proceed with water and sewer services to the property until after annexation.
  4. Any Multi-Use, Commercial or Industrial Development greater than one (1) acre in size is subject to a capacity analysis by the District Engineer in accordance with the District’s Regulations for Land Development Policy.
  5. Upon receipt of all requested information, the District will process the commercial tap application within five (5) business days and provide the property owner via email with the required capacity analysis fee (if applicable), tap fees, line extension construction costs (if necessary) and customer deposit amount. **The quote for fees on commercial water and sewer services**



are valid for 30 days with the exception of the following which are only valid for 15 days: water taps over 2", sewer taps over 4", force main taps & line extensions/upgrades.

6. Property owners desiring to proceed with the water and sewer taps will make payment in full at the District's Administrative Office located at 2750 FM 517 Rd East, Dickinson, Texas 77539. In addition, new commercial customers will be required to complete the "New Commercial Start Service Application" while at the Administrative Office. **The District shall have 30-45 business days from date of payment to make service taps which is dependent on weather or circumstances beyond the District's control.**
7. The District will determine the location of the water and sewer tap. In special situations, The District may need to set a meter and/or sewer clean-out on the customer's property due to lack of available space within the right-of-way.
8. **The District is the only authorized entity allowed to perform the water and sewer taps and install the water meter. Any tampering or illegal connections to the District's facilities will be subject to a \$500 fine per occurrence. Service will not be made active until all such fines are paid in full to the District.**
9. All new customers **regardless of location** shall obtain a plumbing permit through the City of Dickinson's Permit Department (281-337-6276) for their private side service lines. Customers are required to use a licensed plumber to install these service lines and the plumber will be responsible for making connections to the District's water meter and sewer service line. **Utility service shall not commence until the District has received a passing Customer Service Inspection (CSI) Certificate from the City of Dickinson.** Any water or sewer used during new commercial construction will be billed to the account owner.
10. All District taxes must be paid in full on property in question before any services will be connected.



**NEW COMMERCIAL SERVICE TAP APPLICATION**  
(effective January 25, 2024)

Date: \_\_\_\_\_

**PROPERTY INFORMATION:**

Property Owner(s) Name: \_\_\_\_\_

Property Physical Address: \_\_\_\_\_

Property Legal Description: \_\_\_\_\_

Lot(s): \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

**COMPANY INFORMATION:**

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email \_\_\_\_\_

***Note: If address is to a vacant lot, the lot must be well defined with property corners marked and an address tag somewhere on the property. If address is to an existing house, house number should be readily visible.***

To your knowledge, has this property ever had any previous water or sewer utility supplied to it by The District? Y \_\_\_\_\_, N \_\_\_\_\_; If yes provide approximate timeframe \_\_\_\_\_

To your knowledge, is or was there any structure on the property? Y \_\_\_\_\_, N \_\_\_\_\_  
If yes, will this structure remain on the property or be removed? \_\_\_\_\_

Is there any existing or past water well and/or septic system on this property? Y \_\_\_\_\_, N \_\_\_\_\_  
If yes, these facilities must be abandoned upon receiving water and sewer service from The District.



Is there an existing public street right-of-way directly adjacent to the property on at least one side? Y \_\_\_\_\_, N \_\_\_\_\_; If no, the District will require a utility and/or access easement to the property.

Will there be multiple houses or structures on the property that will require water and/or sewer service from The District? Y \_\_\_\_\_, N \_\_\_\_\_; If yes, how many? \_\_\_\_\_  
If yes, then property will be a Multi-Unit Account.

Is the property planning to have a landscape irrigation system installed? Y \_\_\_\_\_, N \_\_\_\_\_  
If yes, please fill out and submit the "New Landscape Irrigation Service Application".

Is the property planning to have a separate fire line or sprinkler system installed? Y \_\_\_\_\_, N \_\_\_\_\_  
If yes, a capacity analysis may need to be performed by the District Engineer. This analysis will be confirmed during the District's review of the submitted application.

**SUBMIT THIS COMPLETED FORM TO THE DISTRICT FALCO OFFICE LOCATED AT  
2320 FALCO STREET, DICKINSON, TEXAS 77539 OR BY EMAIL TO  
[falco@gcwcid1tx.gov](mailto:falco@gcwcid1tx.gov)**