

NEW COMMERCIAL SERVICE TAP APPLICATION

INSTRUCTIONS:

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 District Falco Office located at 2320 Falco Street, Dickinson, Texas 77539 or by email to Falco@dickinsonwcidtx.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 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 commercial or industrial 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 or Galveston Central Appraisal District. A 911 address designation will only be accepted for additional structures on a property in unincorporated Galveston County.

CITY OF DICKINSON - Permits Department - 281-337-6276

GALVESTON CENTRAL APPRAISAL DISTRICT – 409-935-1980 or toll free 1-866-277-4725

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 Service Account 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.

11. **WATER SUPPLY PROTECTION PROGRAM:** In compliance with the Rules and Regulations of the State of Texas, the District has adopted a mandatory cross connection control and prevention ordinance which includes the installation of a backflow prevention assembly directly after the water meter for all commercial accounts. **Water service will not be connected unless the backflow prevention assembly is installed, inspected, and tested by a state certified backflow prevention assembly tester. The installer must be registered with BSI Online at bsionline.com and report this new installation.**
12. **SEWER SYSTEM PROTECTION PROGRAM:** The District has an established Fats, Oils, & Grease (FOG) elimination program. This program requires all Food Service Establishments (FSE) connected to the public sewer system to have an approved grease trap/interceptor. Traps/interceptors must be properly sized, installed, and maintained to keep FOG and food debris out of the sewer system. FSE include, but are not limited to, food courts, food manufacturers, food packagers, restaurants, grocery stores, bakeries, lounges, hospitals, hotels, nursing homes, churches, schools, and any other food service establishment not listed. The Texas Commission of Environmental Quality (TCEQ) has also adopted regulations for waste disposal in other businesses, including lint traps in dry cleaners and washaterias, grit traps at car washes and oil traps at auto repair shops.

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ALL BLANKS MUST BE COMPLETED BEFORE THE APPLICATION WILL BE ACCEPTED.

Date: _____

COMPANY INFORMATION:

Company Name: _____

Contact Person: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

PROPERTY INFORMATION:

Property Owner(s) Name: _____

Property Physical Address: _____

Property Legal Description: _____

Lot(s): _____ Block: _____ Subdivision: _____

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

Type of Business? _____

Is there an approved backflow prevention assembly? _____ Is this assembly registered with the District? _____

If there is a food preparation area, is there a grease trap registered with the District? _____

If there is a car wash area, is there a grit trap registered with the District? _____

If there is an auto repair area, is there an oil separator registered with the District? _____

If there is a dry cleaning or a washateria area, is there a lint trap registered with the District? _____

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.