



WATER SERVICE PROCEDURE

As authorized by the Bellingham Municipal Code BMC 15.08

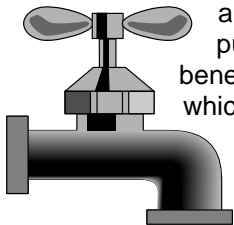
TYPES OF WATER SERVICE

The City provides the following types of water service:

- A. "Residential, unmetered" services include only those services connecting the water system to a single-family or duplex dwelling unit occupying a single premises, and located within the corporate limits of the city. The service size shall be three-quarter-inch in diameter, except existing one-inch services, which may be continued at the discretion of the Director of Public Works.
- B. "Metered" services include all dwelling units not covered by subsection "A" above, and all nonresidential services. Multiple-family residential, single-family residential outside the city limits, and single-family residential services within the city limits desiring a service larger than three-quarter-inch are included in this classification.
- C. "Standby fire-protection" service is a water service installed solely for the purpose of providing water to automatic fire sprinklers, on-site fire hydrants, or standpipes. All privately owned fire-protection services shall include a flow-detection device of a type approved by the Director of Public Works. No domestic water supply connections are allowed on a fire-protection service.
- D. "Industrial water" service is the provision of nonpotable water.
- E. "Wholesale" service is a metered service by which potable water is provided under contract to a water district or association for resale.
- F. "Construction" service is a metered service installed for the sole purpose of providing water during the construction of a building prior to occupancy. Water supplied for construction is not for domestic use.

APPLICATION FOR WATER SERVICE

Any person desiring to have a premises connected with the City water supply system shall make application at the office of the Finance Director on printed forms furnished for that purpose. Every such application shall be made by the owner of the property to be benefited, or by his authorized agent. The application must state fully the purposes for which the water is required, and the applicant must agree to conform to the ordinances established as conditions for the use of water. The applicant further agrees, as a condition to the furnishing of water, that the City has the right to shut off the water supply for repairs, extensions, or doing other necessary work.



WATER SERVICE INSTALLATION FEES

- A. Prior to approval of an application for water service by the Finance Director, the fees applicable to the requested service shall be determined. The fees consist of connection fees, assessments, installation fees, and other applicable charges, per BMC 15.08.050.

- B. Specified fees shall be paid to the Finance Director in full at the time of application. The Finance Director shall advise the Department of Public Works when payment has been received.

CALCULATION OF INSTALLATION INSPECTION FEES

An installation inspection fee is charged for each service connection, and the installation inspection fee is a flat-rate set by resolution of the City Council, based on actual costs, during the preceding year. Sixty days' public notice of changes in the fee will be given whenever possible.



CALCULATION OF INSTALLATION FEE – METERS

An installation fee will be charged for each service requested. This fee is for the cost of installing the water service from the main to the property line including, but not limited to, main taps, corporation cocks, valves, pipes, site restoration, and other materials, labor and equipment charges necessary.

- A. The fee for services less than one and one-half-inches in diameter shall be a flat rate for each size. The Director of Public Works shall analyze previous actual installation costs for each size, shall determine the fee annually, and shall give sixty days' public notice thereof.
- B. The fee for services one and one-half-inches in diameter and larger will be the actual cost of installation plus administrative and overhead charges. The water system superintendent shall prepare an estimate of installation costs to determine the amount of money to be deposited. Any adjustment in the actual cost of installation because of variance between the estimate and the actual cost shall be adjusted by a refund upon completion of the job to the applicant or by payment by the applicant to the City of any additional expense above the estimate.
- C. When meters are required, the cost of the meter and installation will be in addition to the water service fees. The Director of Public Works shall establish a flat-rate for meter installations less than one and one-half-inches in diameter, shall annually adjust the rate based on the previous year's costs, and shall give sixty days' public notice thereof. Meters one and one-half-inches and larger shall be estimated as in Subsection "B" above. All meters shall be and remain the property of the City, and may be installed or removed by the Department of Public Works.

CONNECTION CHARGES

- A. System Development Charge
 - 1. Any person seeking a water service shall pay a system development charge at such time as the permit is approved or the water service granted. Such charge is imposed in order to insure that each connected property bears its equitable share of the capital cost of the water system.
 - 2. Please refer to the rate sheet for all related charges. The basic demand charge shall be paid prior to issuance of a water service and/or water permit:
 - 3. The Public Works Director shall reserve the right to determine the minimum size water service needed, using the 1982 Uniform Plumbing Code method for sizing water systems and the American Water Works Association's "Manual of Water Supply Practices" for determining recommended meter sizes (at eighty percent of maximum capacity).

- B. Latecomer's charges shall be paid prior to service installation.
- C. Demand charge credits shall be calculated as follows:
 1. If an existing service is exchanged for a larger service, credit shall be given for the smaller service at the current rate.
 2. No refunds will be given for exchanges or reactivation to smaller size services.
 3. If an abandoned service is reactivated within three years of abandonment, credit shall be given for the service being activated. Value of credit shall be current charge for that size service irrespective of whether a fee was ever collected.
 4. If the abandoned service is reactivated after three years of abandonment, credit will be given only up to the amount previously paid.

ABANDONED SERVICES

- A. An abandoned service is any water service that does not connect to a water-using system.
- B. Services installed as part of a main extension and not put into service will not be considered abandoned.
- C. A new water service for premises where an abandoned service exists may use the abandoned service anytime within three years of abandonment. This shall apply to all abandoned services existing on or after December 1, 1982.
- D. A service abandoned for longer than three years may use the existing service if it is determined to be in satisfactory condition by the Director of Public Works. If the abandoned service is reactivated without modification, the applicant shall be refunded that portion of the fees and charges expressly stated for service installation. All other fees and charges shall be the same as for a new service.

LIMITATION ON WATER USE

No person supplied with water from the City mains shall be entitled to use it for any purpose other than those stated in the application for service or to supply other persons or premises in any way.

WATER SERVICE CONNECTIONS

- A. When the premises abut upon a street or City-owned utility easement through which there is a City water main, the owner may apply for service. Upon approval of the service, the Director of Public Works shall issue a permit for its installation. The Public Works Department will install a service pipe from the main to the property line, and will include a stopcock placed within the street right-of-way; this equipment constitutes the "water service" and shall thereafter be maintained by and kept within the exclusive control of the City. The water line from the stopcock to the shutoff shall be installed by the property owner subject to inspection by the Director, and it shall remain under the exclusive control of the property owner. The inspection shall be conducted before water service is initiated. If the service pipe is adequately sized, more than one service may be connected, provided that each service must have its own stopcock.
- B. When the premises for which service is sought does not abut a street or right-of-way through which there is a City water main, the application for service shall be rejected.

- C. When the premises for which service is sought does not abut a main with sufficient pressure and capacity to provide the required flow at the property line, the application for service shall be rejected.
- D. All separate premises must have their own separate service connection with a City water main, except:
 - 1. Standby fire-protection services; and
 - 2. Commercial metered services and industrial water services in which cases each service shall be metered and computed separately.
- E. Existing services over three-quarters-inch in diameter shall be metered at the expense of the property owner. In lieu of installing a meter for a single-family residence, the size of the service can be reduced to three-quarters-inch or a one-inch service can remain unmetered, if permitted by the Director of Public Works.
- F. All new installations of flat-rate water service shall be three-quarters-inch diameter.

WATER SERVICE INSTALLATION

- A. All water services shall be installed in accordance with current American Water Works Association (AWWA) standards and City specifications.
- B. All materials used for a water service installation shall be AWWA approved and accepted for use on the City water system by the Department of Public Works.
- C. Installation of a requested water service will be scheduled after the Finance Director has notified the Department of Public Works that all applicable fees and charges have been paid.
- D. The Department of Public Works shall be the entity responsible for the installation of the service. The Director may, at his option, select either installation by City forces or by construction contract.
- E. The Water Superintendent will determine the location of the water service. In the event of conflict between the selected service location and the location desired by the applicant, the question may be appealed to the Director, and thence to the Municipal Appeals and Code Review Board.
- F. The water service shall consist of the tap to the main, the corporation stop at the main, pipe, connections, service or meter box, meter if required) and stopcock. This service shall be owned and maintained by the City from the main to the house side of the stopcock. The connection to the premise side of the stopcock is not part of the water service.
- G. The water service shall be installed within City rights-of-way or easements in accordance with department standards.
- H. All services other than single-family residential shall be sized by the Public Works Department using the Uniform Plumbing Code and the AWWA "Sizing Water Service Lines and Meters;" except that standby fire-protection services shall be sized based on fire-flow requirements determined by the Fire Department.
- I. Water service and electrical service lines shall not share the same trench unless:
 - 1. They are separated by a minimum of twenty-four-inches; or

- 2. The electric line is in a rigid metallic conduit.
- J. No electric-grounding devices or wires from any utility shall be attached to any water service unless authorized by the Director of Public Works.
- K. No sewer service shall be installed within five feet of a water service unless it is located at least twenty-four-inches below the water service.

INSPECTIONS

The City's Engineering Division will inspect the installation to assure that the conditions of the permit are met and that safety instructions are followed.

NOTE: The information provided in this handout is accurate as of the date shown. It is only a brief summary of the information contained in the City ordinances. Therefore, it is a good idea to check with counter staff and the ordinances to assure that your proposal complies with ordinance requirements.