

Policy: CS-06-01

Policy Title: Procedure for Issuing General Water and Sewer Permits

Policy Purpose: Set for guidelines for issuing permits

Implementation Date: 03/17/2006

Revision Date: N/A

TOWN OF WESTFIELD PUBLIC WORKS DEPARTMENT

Procedure for Issuing General Water and Sewer Permits

This policy is being created to set forth guidelines for issuing general water and sewer permits. Building permits are applied for through the Community Development Department located at Town Hall. When a building permit is completed and ready to be picked up the builder will be notified by the town hall receptionist. The receptionist will at that time also advise the customer service department that the permit is ready and provide the appropriate information required to complete the permit, namely, the lot number, subdivision, builder information and building permit number. The receptionist will advise the builder or the builder's agent that all fees pertaining to water, sewer and road impact must be paid to the public works office prior to picking up the building permit. Proof that the fees have been collected will be provided to the agent to be hand carried to town hall.

STEPS FOR COMPLETING THE PERMIT:

From the desktop double click on **Shortcut to Permit File**.

Click on **Water/Sewer Connection Fees 12-19-04** this pulls up the blank permit.

Type in permit number provided by the community development department

* Exception: water only customers, i.e. Loc haven and Noble West subdivisions building permits and sewer permits are applied for in Noblesville. In this case, leave the permit number blank.

Date- type in current date.

Applicant – the builder.

Address – mailing address of builder.

Phone # - telephone number of builder, beginning with area code.

Lot #

Subdivision

Section # - found at the top of the page the lot number is found on in the Lot#Subdivision binder.

Permit address – obtained by looking up corresponding lot number in the Lot#Subdivision binder.

Water and sewer installed by – name and phone number of contractor putting in the water and sewer lines for the builder (if known at time of permit).

Prepaid availability – mark if previously paid. If unknown check with the Development and Construction Supervisor. If not paid EDUs must be provided to calculate charges.

Indicate if permit - is residential or commercial.

Water type – choose domestic or irrigation.

Water meter size – check appropriate box, if unknown leave blank.

Water and Sewer Connection, Water and Sewer Availability and Road Impact Fees (based on one EDU) are as follows:

Water Connection	\$ 500.00
Sewer Connection	\$1,200.00
Water Availability	\$1,530.00
Sewer Availability	\$2,500.00

Sign your name under “signed by”.

Write the number of the check used to pay for the permit under the signature line, if paid in cash simply write “cash” under the signature line.

On the first page of the permit stamp “paid” making sure date is correct.

After permit is signed, make two copies for the builder or agent, one copy is for their records, the other is to be delivered to town hall when the building permit is picked up.

Fax a copy of the permit to the main office. Stamp “faxed” on the top of the first page of the permit.

Hold the permit and check (or cash) in the vault until the next business day to be taken to town hall to be receipted.

File the completed permit in numerical lot under the appropriate subdivision until an inspection is called for.

Bruce A. Hauk, Director