



Application Number:	Phase
-	
Application Date:	
SFPUC Staff Name:	

1.1. PROPERTY INFORMATION

PREMISE/SERVICE ADDRESS		ZIP CODE		BLOCK	LOT
HIGH RISE? (HAS FINISHED FLOOR ABOVE 75 FEET)	NO. OF BUILDINGS	NO. OF STORIES	NO. OF DWELLING UNITS	ACCESSORY DWELLING UNIT (ADU) YES NO	
NEW CONSTRUCTION REMODEL REDEVELOPMENT-NAME:	GENERAL BUILDING DESCRIPTION				

1.2. APPLICANT INFORMATION

The Applicant will be the **PRIMARY POINT-OF-CONTACT** with the SFPUC for **all** matters related to this Request. Key responsibilities include: providing accurate and complete project information for the Request review, submitting timely communications directly to SFPUC Customer Service for any project or order change requests, providing payment of Fees and a signature confirming Services Ordered, acknowledging compliance with all terms and conditions of work provided in the SFPUC's "Fees for Requested Water Service Installation(s)", ensuring SFPUC access to the property to perform work, and providing any additional payment or receiving refunds at end of project. The Applicant will also be financially responsible for the installations costs and change order costs, if any, throughout the project.

APPLICANT NAME		BUSINESS NAME			
MAILING ADDRESS		CITY		STATE	ZIP CODE
PHONE ()	EMAIL	Name of representative authorized by applicant to submit request (if applicable)			

1.3. CONTRACTOR/DEVELOPER CHECK IF SAME AS APPLICANT INCLUDE AS FEE LETTER RECIPIENT

COMPANY NAME		CONTACT NAME			
MAILING ADDRESS		CITY		STATE	ZIP CODE
PHONE ()	EMAIL				

1.4. OWNER/ACCOUNT BILLING CONTACT CHECK IF SAME AS APPLICANT INCLUDE AS FEE LETTER RECIPIENT

The owner or account billing contact will be the initial account holder and will be financially responsible for account billing. This can be changed after the installation is complete.

BILLING NAME		CURRENT ACCOUNT NUMBER (IF APPLICABLE)			
MAILING ADDRESS		CITY		STATE	ZIP CODE
PHONE ()	EMAIL	CA Driver's License No. or CA Identification No. or Federal Employer No.			



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**WATER SERVICE INSTALLATION REQUEST
 PART 2: RULES AND REGULATIONS**

The following are excerpts from the San Francisco Water Department’s Rules and Regulations – Read Carefully:

All services of the Department are supplied with the understanding that the applicant agrees to abide by the Rules and Regulations and the Rate Schedules of the Department as they now exist or as they hereafter may be amended (Sect. A, Rule #1 – in part).

The owner, tenant or customer shall provide and maintain easy access to the meter for reading or any other purpose the Department may deem necessary (Sect. A, Rule #7 – in part).

Services, meters and house piping shall conform to the rules of the Water Department, to the Building, Plumbing and Fire Ordinances and to any legal requirements of the State Department of Public Health or other authority having jurisdiction (Sect. A, Rule 9 in part).

The Department will not supply water to any building at premises having an (auxiliary) water supply or where cross-connections exist unless approval for such service is first obtained from the Department (Sect. A, Rule 9 in part).

The owner or accepted applicant of the property to be or being supplied shall, if not already provided, install a gate type control valve on the house pipe between the Department’s meters and the first fixture outlet (Sect. A, Rule 10 – in part).

No one may attach any ground wire or wires to any plumbing which is or may be connected to any service pipe or main belonging to the Department unless such plumbing is adequately connected to an effective ground installation on the premises (Sect. A, Rule 10 – in part).

Unless the applicant specifies otherwise, bills will be mailed to the premise. Bills are due and payable on presentation and become delinquent fifteens days thereafter. Service may be discontinued for non-payment of a delinquent bill or for any other infraction of the rules (Sect. D, Rule 4).

The Department does not guarantee pressure or continuous supply nor will it accept responsibility at any time for the maintenance of pressure on its lines nor for increases or decreases in pressure (Sect. E, Rule 4 – in part).

Employees or representatives of the Department shall be admitted during reasonable hours to customers’ premises to perform the various functions required in the performance of their regular duties (Sect. E, Rule 6).

Where it has been determined that noises or other disturbances are originating from a customer’s premises caused by apparatus attached to the water pipes or fixtures, failure to properly abate the nuisance after notice by the Department will be sufficient reason for discontinuing water service (Sect. E, Rule 7).

I/We hereby agree to abide by the Rules and Regulations of the Department as adopted by the Public Utilities Commission Dec. 15, 1959 and any amendments or additions that may have been or may be adopted. Also, I/we hereby certify that, to the best of my/our knowledge and belief, the house plumbing for which this supply is requested is not connected to any other source of water supply. Should I/we, in the future, desire to make any such connection, I/we will apply for a permit as required by the Rules and Regulations approved by the Public Utilities Commission. I have read the excerpts from the rules and regulations printed above.

Applicant Signature _____ Date _____

Print Name _____

I AM:

PROPERTY OWNER

AUTHORIZED REPRESENTATIVE ACTING ON BEHALF OF OWNER



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3.1 - Service and Meter Work

Item #	Sub Item	Service Requested	Service Size	Service Point Type	Approximate Actual	Service Location/ Tap Directions
	A	Install Remove				
# of Dwelling Units	Sub Item	Meter Requested	Current Meter Size	New Meter Size	Premise Type	SPID
	B	Install Remove Increase Decrease				
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1. Service Point Type options include:

- Standard ● Fire ● Combination Fire ● Irrigation ● Reclaimed Irrigation ● Reclaimed Standard ● Non-Standard



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3.2. FIRE HYDRANT INSTALLATION	3.3. METER RELOCATION														
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3.4. DISTRIBUTION MAIN EVALUATION
<p>YES NO Does the main need to be evaluated?</p> <p><i>If yes, please attach site plans or sketch and fill out Request for Hydraulic Analysis for Water Distribution System Capacity</i></p>

3.5. SITE CONDITIONS/RESTRICTIONS		
SFMTA SPECIAL STREET	HOLIDAY MORATORIUM	CONCRETE STREET
DPW PAVING MORATORIUM	SF PORT JURISDICTION	ENVIRONMENTAL HAZARD AREA
BASEMENT INSTALLATION	FEDERAL/STATE JURISDICTION	OTHER (DESCRIBE):

3.6. CONTRACTOR RESPONSIBILITIES FOR WATER SERVICE INSTALLATION (Choose One)	
<input type="checkbox"/>	ALL CONSTRUCTION WORK TO BE COMPLETED BY SFPUC
<input type="checkbox"/>	SFPUC TO COMPLETE ALL CONSTRUCTION WORK, EXCEPT FOR FOLLOWING TO BE COMPLETED BY APPLICANT: PERMITTING, SAWCUT, SITE EXCAVATION, SHORING, TEMPORARY TRENCH RESTORATION, BACKFILL, TRAFFIC CONTROL, PLATE LIFTING, MATERIAL TESTING, FINAL PAVING.

3.7. OTHER REQUESTS

3.8. SELECT JOB TYPE	
<ul style="list-style-type: none"> 1. Flat (FLAT) 2. Flat with Fire (FLATF) 3. Flat, One Meter WO Only (FLATSING) 4. Custom (CUST) 5. Custom with Fire (CUSTF) 6. Custom with Contractor Work Split (CUSTSPLIT) 	<ul style="list-style-type: none"> 7. Custom with Contractor Work Split with Fire (CUSTSPLITF) 8. Capital Job (CAP) 9. Capital Job with Fire (CAPF) 10. Redevelopment Job (REDEV) 11. Redevelopment Job with Fire (REDEVF)

3.9. JOB SUMMARY



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**WATER SERVICE INSTALLATION REQUEST
 PART 3: SUMMARY OF REQUESTED WORK**

3.10. Meter Sets Only

Note that existing lateral location must be identified on drawing (please attach).

Item #	Meter Size	Is Meter Box/ Vault Already Installed?	Box/Vault Provided & Installed By:	Approximate Service Location/Tap Directions
		Y N	Contractor SFPUC	
		Y N	Contractor SFPUC	
		Y N	Contractor SFPUC	
		Y N	Contractor SFPUC	
		Y N	Contractor SFPUC	
		Y N	Contractor SFPUC	
		Y N	Contractor SFPUC	
		Y N	Contractor SFPUC	
		Y N	Contractor SFPUC	
		Y N	Contractor SFPUC	
		Y N	Contractor SFPUC	



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**WATER SERVICE INSTALLATION REQUEST
 PART 4: INTERNAL FOLLOW-UP TRACKING**

4.1. Approvals and Submittals			
Approval/Submittal Form Name	Required?	Date Submitted	Date Approved/Received
<i>CSB Internal</i>			
Water Unit Fixture Calculation Sheet	<input checked="" type="checkbox"/>	N/A	
Capacity Charge Paid Permit App #	Yes No	N/A	N/A
Additional Capacity Charge Needed	Yes No		
SFPUC Checklist		N/A	
SB 7 - Sub-Metering Compliance (post Jan 2018)		N/A	
<i>Other</i>			
Backflow Prevention Survey	<input checked="" type="checkbox"/>		
SF Fire Department - Fire Sprinkler Service - Meter & Supply Size Approval		N/A	
SF Fire Department - Request for Water Flow Information		N/A	
Water Conservation Approval for Irrigation		N/A	
<i>Communications with CDD</i>			
Request for Hydraulic Analysis for Water Distribution System Capacity			
Estimate Request for Low Pressure Hydrant			
Request for Custom Cost Proposal			

4.2. Flow Test Follow-Up	
Date Submitted	
Date Received	
Flow Result	GPM
New Service Needed? <i>*If yes, add work request to 3.1. Service and Meter Work</i>	Yes No
Meter Relocation Needed? <i>*If yes, add work request to 3.3. Meter Relocation</i>	Yes No

4.3. Cost Letter	
Date Cost Letter was Sent to Customer	
Date Received Back Signed with Payment	

4.4. District and Notes