



# WATER SERVICE APPLICATION

## Instructions and Procedures



Rev. 11-10-2022

### Service Request

1. Complete the application located at the bottom of this file, then drop it off or email to [click here](#) at Public Works 680 Peverly Hill Road for review.
2. If application and materials are deemed incomplete, the applicant will be notified and the application will be placed on hold. If materials are deemed complete, the applicant will be directed to contact Jim Tow at (603) 427-1530 to schedule a meeting for a review of the plans and then the required fee costs will be accessed.
3. Capacity Surcharge Fees do not apply to fire service or irrigation meters.
4. Once the required fee costs have been **paid in full**, the tap(s) will be scheduled or if taps performed by contractor, an inspection will be scheduled. A time schedule for taps is approximately two weeks from time of submitted application(s).

### Service Applications and Fees

<b><u>WATER CONNECTION FEES</u></b>					<b><u>CAPACITY SURCHARGE FEES</u></b>			
<b><u>DOMESTIC AND FIRE</u></b>								
Size	Connection	Application	*Tap Deposit	Total	Meter Size	Water	Sewer	Total
1"	\$ 100.00	\$ 150.00	\$ 1,225.00	\$ 1,475.00	1"	\$ 1,4340.00	\$ 3,985.00	\$ 5,419.00
1.5"	\$ 110.00	\$ 150.00	\$ 700.00	\$ 960.00	1.5"	\$ 2,868.00	\$ 7,970.00	\$ 10,838.00
2"	\$ 125.00	\$ 150.00	\$ 1,000.00	\$ 1,275.00	2"	\$ 4,588.80	\$ 12,752.00	\$ 17,340.80
4"	\$ 205.00	\$ 150.00	\$ 1,500.00	\$ 1,855.00	3"	\$ 9,177.60	\$ 25,504.00	\$ 34,681.60
6"	\$ 245.00	\$ 150.00	\$ 1,500.00	\$ 1,895.00	4"	\$ 14,340.00	\$ 39,850.00	\$ 54,190.00
8"	\$ 285.00	\$ 150.00	\$ 2,000.00	\$ 2,435.00	6"	\$ 28,680.00	\$ 79,700.00	\$ 108,380.00
10"	\$ 300.00	\$ 150.00	\$ 3,000.00	\$ 3,450.00	8"	\$ 45,888.00	\$ 127,520.00	\$ 173,408.00
12"	\$ 335.00	\$ 150.00	\$ 3,500.00	\$ 3,985.00	10"	\$ 68,832.00	\$ 191,280.00	\$ 260,112.00

**TAP ONLY \$500.00**

\*Capacity Surcharge Fees do not apply to fire service or irrigation meters.

\* If there are left over monies when work is completed and billed, then the difference will be refunded or if cost exceeds deposit amount, then a bill for the difference shall be issued.

## Service and Construction Specifications or Rules and Regulations

### Article 1: Water Ordinance

#### Excavation Requirements

- Water Service size of 1" or 1 ½" will be tapped and excavated by Public Works. Services which are 2" and greater will be excavated by contractor and Public Works will provide tap only.
- Service pipe of 4" and greater will consist of Ductile Iron Pipe, service pipe of 2" and less will consist of Copper, or when approved Plastic Pipe.
- When relocating a service the abandonment of original service will be performed at the main and by the contractor/owner.
- For backfill, there must be 6" of sand bedding and 1' over.
- Covering used must be 6 inch minus and city road specifications for gravels. In addition, fill must be compacted in 1 foot lifts.
- When approved for a Plastic Pipe Service, a trace wire and marking tape must be installed.
- When requesting for inspection, pipe, bedding, connections, and tracer wire when applicable must be visible.
- Water Service diameter up to 2" and over 100 feet will be required to perform bacteria and pressure test. In addition, any service pipe over 2" will required bacteria and pressure test.
- If inspection is not completed or materials are not exposed during inspection, the contractor will be required to excavate ditch for proper inspection.
- A City of Portsmouth Utility Supervisor must be present at time of inspection.

#### Service Installation and Inspection

- Water Foreman, 680 Peverly Hill Rd. (DPW) 603-427-1530
- When requesting for inspection, the pipe, bedding, connections, and tracer wire when applicable must be visible.
- Water Service diameter up to 2" and over 100 feet will be required to perform bacteria and pressure test. In addition, any service pipe over 2" will required bacteria and pressure test.
- If inspection is not completed or materials are not exposed during inspection, the contractor will be required to excavate ditch for proper inspection.
- A construction supervisor must be present at time of inspection.

## Temporary Meter

If a temporary meter is required for construction, call Public Works for availability. A check for \$1,500 is required as a deposit for the meter and backflow and then the meter can be signed out to the contractor. Once the meter has been returned, then the information will be sent to the billing office for final bill.

### Billing will consist of:

- Daily meter rental
- Total Consumption of water

## Meter Installation

Meter Department 680 Peverly Hill Rd. (DPW) 603-427-1530

Piping must be already plumbed and ready to accept meter and connection spuds/flanges before scheduling meter installation and account must be established with water billing office (610-7248 or 610-7237). City will supply the meter and connection spuds/flanges (the city does not use meter horns) which the city will bill the owner on first water bill.

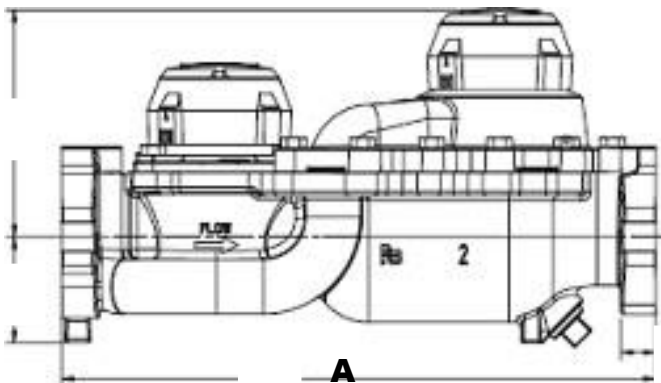
Meter setting distances are below, and plumber may obtain spuds/flanges prior to meter installation at Department of Public Works.

## Meter Information

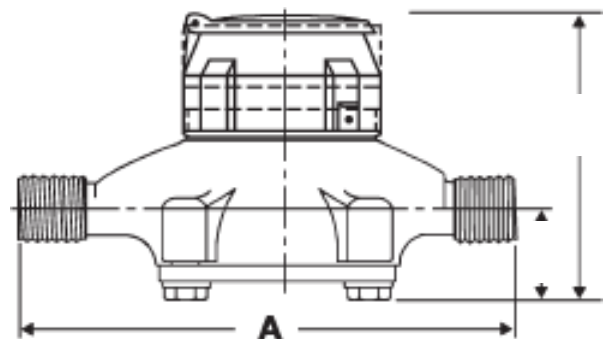
Meter Size – Setting Distance (See (A) in drawing below)

5/8"-----7 1/2"  
3/4"-----9"  
1"-----10 3/4"

1.5"-----CALL  
2"-----CALL  
3"-----CALL



LARGE METER SETTING



SMALL METER SETTING

# METER CONNECTIONS

5/8" x 3/4" and 1"



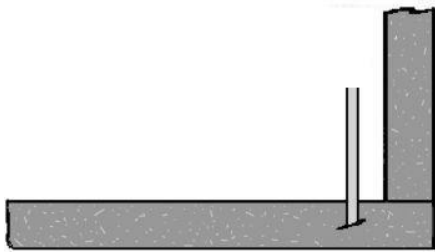
1-1/2" and 2"



3"



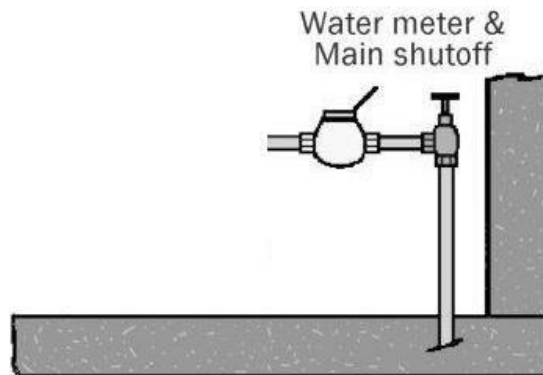
## METER READINESS



NOT READY FOR METER



READY FOR METER



COMPLETED METER INSTALLATION



**CITY OF PORTSMOUTH  
DEPARTMENT OF PUBLIC WORKS  
680 PEVERLY HILL RD, PORTSMOUTH NH  
427-1530**



**Water Service Permit**

<b>Application No.</b> [ ]	<b>Address - Service</b> [ ]	<b>City - Service</b> [ ]	<b>Date</b> [ ]
<b>OWNER</b>			<b>Irrigation System to be Installed?</b>
<b>Name - Owner</b> [ ]	<b>Company - Owner</b> [ ]	<b>Phone - Owner</b> [ ]	<input type="radio"/> Yes <input type="radio"/> No
<b>Address - Owner</b> [ ]	<b>City - Owner</b> [ ]	<b>State and Zip - Owner</b> [ ]	<b>If Yes, then application and meter are required!</b>
<b>APPLICANT</b>			<b>Irrigation Service Size</b> [ ]
<b>Applicant - Name</b> [ ]	<b>Applicant - Company</b> [ ]	<b>Applicant - Phone</b> [ ]	<b>Service Type</b> [ ]
<b>Applicant - Address</b> [ ]	<b>Applicant - City</b> [ ]	<b>Applicant - State / Zip</b> [ ]	<b>Service Size</b> [ ]
<b>CONTRACTOR</b>			<b>Domestic Meter Size</b> [ ]
<b>Contractor - Name</b> [ ]	<b>Contractor - Company</b> [ ]	<b>Contractor - Phone</b> [ ]	<b>Tap Fee</b> [ ] \$
<b>Contractor - Address</b> [ ]	<b>Contractor - City</b> [ ]	<b>Contractor - State &amp; Zip</b> [ ]	<b>Capacity Surcharge</b> [ ] \$
<b>Fire Service to be Installed?</b>	<b>Fees Paid By (Responsible for Check)</b> [ ]		<b>Application Fee</b> [ ] \$
<input type="radio"/> Yes <input type="radio"/> No			<b>Service Deposit</b> [ ] \$
<b>Fire Service Size</b> [ ]	<b>Received Amount</b> [ ] \$	<b>Check Number</b> [ ]	<b>Connection Fee</b> [ ] \$
<b>Notes</b> [ ]	<b>Check Received by</b> [ ]		

I UNDERSTAND THAT THE WORK I HAVE REQUESTED IS MY RESPONSIBILITY, AND THAT THE WATER WILL NOT BE TURNED ON UNTIL ALL FINANCIAL OBLIGATIONS, PRESSURE TESTS, BACTERIA TEST, AND ANY OTHER REQUIREMENTS HAVE BEEN MET.

**\*\*\*THIS IS NOT A QUOTE FOR TOTAL SERVICE COST, ONLY A STANDARD DEPOSIT\*\*\***

**Applicant's Signature** \_\_\_\_\_