

**WILL Be Turned ON unless arranged to meet with service dept on site during CBPSD hours**

**Clay Battelle Public Service District (CBPSD) 304-292-4003 [www.cbpsdwater.com](http://www.cbpsdwater.com)**

*Complete and Return with Fees and photo Id to 186 Buckeye Road, Core WV 26541. Failure to complete, sign and supply all required documentation WILL cause a delay in service ( require deed/ map information & approved septic permit application for new tap and other packet forms )* ***NO Debit or Credit Cards to start service.***

***Cash or Money Order . after service established- can pay online at [cbpsdwater.com](http://cbpsdwater.com) or call 888-401-3295 for debit or credit card payments or pay by cash or check at office or mail in payment***

Date: \_\_\_\_\_ Total Persons to Live at Residence: \_\_\_\_\_

If Previous Customer \_\_\_\_\_ When & Where \_\_\_\_\_

NAME: \_\_\_\_\_ SS # \_\_\_\_\_

Photo ID # \_\_\_\_\_ State Issued \_\_\_\_\_ Date of Birth \_\_\_\_\_

Place of Employment/Source of Income to pay Bill \_\_\_\_\_

Address of Employment \_\_\_\_\_ Phone # \_\_\_\_\_

SPOUSE/Other ADULT for name: \_\_\_\_\_ (no minors)

Photo ID # \_\_\_\_\_ State Issue \_\_\_\_\_ Date of Birth \_\_\_\_\_ SS # \_\_\_\_\_

**MAILING** Address \_\_\_\_\_ Street if Different \_\_\_\_\_

Phone Number **You** can be reached at \_\_\_\_\_ Other contact phone # \_\_\_\_\_

Your Email address: \_\_\_\_\_ Spouse/other authorized contact # \_\_\_\_\_

**LAND Owner Name - If other than you** *-even if a land contract*: \_\_\_\_\_

Their Mailing Address: \_\_\_\_\_ Their Phone Number: \_\_\_\_\_

I/We agree: Above information is true and that any false information is fraudulent and will result in disconnection of service. I/We agree to abide by all rules and regulations governing CBPSD issued by the WV Public Service Commission (150CSR7) and polices of CBPSD. Bills occurs monthly and is due as soon as mailed by CBPSD. A 20-day payment period is provided. I/We must pay all charges incurred in the collection of delinquent accounts. **Billing starts as soon as tap is made or if not new tap- meter set and/or turned on.** I will continue to be billed until the request for disconnection form is completed and submitted (get from office or at [cbpsdwater.com](http://cbpsdwater.com)). Recent taps (less than 3 years) cannot request service to be terminated. I am required to pay the bill regardless of any USPS delivery issues that may result in 10% penalty and a final notice. **Any damages to CBPSD equipment (meters, radio, lids, etc.) as result of customer/agent's actions will result in being billed for cost to replace damaged item(s).** The PSD is not responsible for: any loss of water once it's through the meter, damages to personal property or notifying customers of water outage. **I/We are required to install a shut off valve on our side of the meter outside of meter pit. I/We are not authorized to be in meter pit.** It is likely that I/We will need to install a pressure regulator/PRV. It is recommended a check valve be installed on hot water tanks. **No other premises can be served by the meter (multiple homes and/or businesses by 1 meter).** Meter must be accessible at all times. Please don't plant vegetation around meter or encompass meter in landscaping. If it is necessary to repair CBPSD service line to meter, landscaping will not be replaced or paid for by CBPSD. Please do not run mower over the meter lid. Completing application for new tap does not guarantee service. I/We have received information regarding Cross Connection Control and Thermal Expansion. I understand I am accepting pressure as it exists at metering point which may fall below 20psi in or above 135 in higher pressure areas. I/We agree that CBPSD is not responsible for damage to person or property caused by failure or defects of pipes, high or low pressure, by escape or leakage due to the conditions on said premises existing at or after turning services on and hold CBPSD harmless.

**Disclaimer** "In accordance with WV Legislative Rule, Title 64, Series 15, Section 4, and all sections and subsections therein, entitled "Cross Connection and Backflow Prevention", effective 3-13-04, I agree not to "install or maintain an unprotected cross-connection" (e.g., well) to the public water system. I also agree to allow entry to the herein named premises by an employee(s) or agent of the Public Service District for the purpose of inspecting and determining if an unprotected cross-connection exists. In the event it is determined that an unprotected cross-connection exists, I agree to install, at my expense, an approved backflow assembly device as determined by the purveyor and by the degree of hazard to the potable water system."

**I/We have completed AND read the above and do hereby apply for water service.**

Applicant #1 Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant #2 Signature \_\_\_\_\_ Date \_\_\_\_\_

Fees Required: Security Deposit minimum \$ \_\_\_\_\_ Service Fee \$ \_\_\_\_\_ Tap Fee/Other \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

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All Required Fees Must Be Paid in FULL Before service is provided.**

OFFICE/FIELD STAFF USE: Applicants Name(s) \_\_\_\_\_

Date Mailed Application \_\_\_\_\_ Last Customer name @ this location \_\_\_\_\_

Or Printed from Website/other: \_\_\_\_\_

Date Completed \_\_\_\_\_ Copy of application given back/sent to customer \_\_\_\_\_

Check for completeness & signature \_\_\_\_\_

Date had to contact applicant if information missing \_\_\_\_\_ Date got back all required data \_\_\_\_\_

Signed pressure waiver \_\_\_\_\_ Customer given/mailed Thermal Expansion Info. \_\_\_\_\_

Mailed customer copy of application and if applicable pressure waiver \_\_\_\_\_

Account Number \_\_\_\_\_ Location ID \_\_\_\_\_ Meter Serial # \_\_\_\_\_

Meter Reading \_\_\_\_\_ Date Service Dept. Read/Set meter \_\_\_\_\_

Read Sequence \_\_\_\_\_ Last Date Meter Tested \_\_\_\_\_

PA property \_\_\_\_\_

Sewage Location \_\_\_\_\_ Sewage dept. authorize turning on \_\_\_\_\_ receipt # \_\_\_\_\_

Security Deposit Receipt # \_\_\_\_\_ Location Card Updated \_\_\_\_\_ Customer Card \_\_\_\_\_

CBPSD receipt # for security deposit and/or Tap fee \_\_\_\_\_

IF new tap- did see copy of deed information & get septic permit application \_\_\_\_\_

IF new tap- Property owner's user agreement completed \_\_\_\_\_

IF new tap and customer has to crossover other people's property- copy of FILED easement with office.

IF new tap- Gave them a copy of specifications for installing lines or directions to website \_\_\_\_\_

Deed information: book \_\_\_\_\_ page \_\_\_\_\_ parcel(s) \_\_\_\_\_ Tax Map \_\_\_\_\_ District \_\_\_\_\_ Acres \_\_\_\_\_

Notes on applicant from prior service history or location  
history \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tape Payment Check Here

Tape Photo IDs Here