

# Water Tap Requirements for Clay Battelle PSD

## No Line Extension

1. Complete an application and pay the required fees
2. If you are not the landowner, you must obtain a written consent from the property owner for the tap to be set on their property.
3. If applicable, complete a pressure waiver
4. A copy of your approved septic system **permit** must be provided- for new construction or mobile home sites.
5. The tap will be made at/near the property line convenient to CBPSD. We will try and make it a convenient location for both you and CBPSD but the ultimate location is up to CBPSD (rule 3.2.a). Please allow up to several weeks for the tap installation.

### 6. For Customer Side of Meter and Connecting Water Line:

- Plastic tubing with minimum pressure rating of 200 psi and NSF stamp of approval. If at all possible, use continuous service line to avoid multiple connections. We recommend 3/4" pipe and in some cases 1".
- All fittings and connections must be copper or brass compression. No hose clamps, shark bite, etc.
- 2- 3/4" inserts for meter side of line
- 3/4" male adapter pack joint for house side of line
- Line must be buried a minimum of 24" under grass and at least 36" under driveway or parking area or put in a casing pipe.
- Line must be installed on and covered with at least 6" of clean rock free material before completion of backfilling of ditch.
- If area is rocky- consider adding a casing/conduit piping for added protection against leaks.
- A pressure regulator/pressure reducing valve (PRV) is often necessary to regulate or reduce the pressure coming into your home. The regulator is usually installed on the inside wall coming into the house. If you need to regulate your service line and decide to put one in the ground- then make sure to locate it covered tubing large enough for you to change out when necessary. (a meter pit or culvert pipe works well).
- The meter setters are NOT to be considered a shut off for your waterline. Customers **are not** permitted access to the meter pits. Customers should have 2 shut off valves: one just outside or inside your residence and another near the meter location to shut off your service line to search for leaks and make repairs. You should install this one in a pit similar to the CBPSD meter pit.
- Water pipe must be installed in its own trench with a minimum of ten (10) feet parallel separation from gas, sewer and electric lines. A two (2) feet minimum parallel separation is required for telephone and cable lines. An eighteen (18) inch minimum vertical separation is required when it becomes necessary for lines to cross; water line must be on top. The water line must have a minimum of twenty-five (25) feet parallel separation from a septic system. A twelve (12) feet minimum separation is required from all structures in order to maintain water line.
- Cross connections are prohibited. Service **cannot be** connected to any other source of supply, such as a well or cistern.
- It is recommended to install tracing wire on top of the line for locating purposes
- On really long service lines, you may want to consider a shut off valve every five hundred (500) feet.
- If the service line passes through a body of water- that section has to be in casing/conduit.
- CBPSD service department may require inspection of the line prior to back filling the trench.
- Service cannot be connected or extended to any other premises other than that being served (one residence or business per service connection).

These specifications must be followed in order to possibly qualify for CBPSD leak adjustment policy should it become necessary. Rule 5.3.h. "A customer must maintain his service pipe in good condition and free from all leaks and defects, at the customer's cost and expense. A customer's failure to comply with this rule may result in termination of service pursuant to these rules." WVPSC

7. Customer's pipe and any/all fixtures are subject to inspection by CBPSD authorized employee/agent at all reasonable hours. (Rule 5.3.k)

**Turn Over**

8. Bill for water service begins as soon as meter is set regardless of whether customer is using water.
9. If there are any damages to CBPSD metering equipment or other CBPSD owned property situated on customer's location- customer is charged the cost to replace the equipment (such as mowing over meter lids, etc.).
10. In some situations, a back-flow device could be required on your tap. If CBPSD requires a device, the installation cost, maintenance and State Health Department required yearly inspection is at your expense.
11. If a backflow preventer, check valve and/or pressure reducing valve -without bypass is being installed, expanded water from a water heater creates a closed system on your water supply. This can create a dangerous situation. Please search [thermal expansion](#) in regard to hot water tanks. Information may be available at: [www.wvdoh.org/phs/water/thermal\\_expansion2.pdf](http://www.wvdoh.org/phs/water/thermal_expansion2.pdf)
12. CBPSD must have access to meters, service connections and other property owned by CBPSD on customer's premise (rule 4.11.a). Obstruction with fences, shrubs, concrete/pavement, vehicles, garbage, etc is sufficient cause for discontinuance of water service.
13. If the property is located next to the water main and you are the property owner then you are fine, if not (and this is not a line extension situation) then you need to obtain easements from the property owners between you and the water main. This easement(s) MUST be recorded at the County Clerk's office by you and a copy provided to our office. A fee is required for the recording at the Clerk's office. A form can be obtained from our office for use.
14. The property owner may need to show the service personnel the corner markers of your property or the property the water meter is going to be located.
15. If the tap requires a road crossing by CBPSD- a WVDOH permit is required- this will extend the time needed to make the tap. It also could mean the tap location is more likely to alter from where we may have indicated we plan to set the water meter (because of boring under the road). This cannot be prevented. Often a WVDOH permit is necessary even if no road crossing is involved. CBPSD gets the permit from the WVDOH.

### **Additional Information for Temporary Tap Service or Relocation of Meter by Customer Request**

- \* If this is a temporary service or the customer wants the meter they have moved to another location on the same property for their convenience, the applicant is responsible for the entire cost and expense of labor and material for tapping the main and installing the service pipe and meter and its removal. The payment, based on estimated cost, must be made in advance of any work being scheduled. In other words - The tap fee as listed in current tariff will not be applicable if this is a temporary service or meter relocation requested by customer. Once the service is actually installed the customer will be refunded or billed the difference between the estimation and actual cost. CBPSD will keep the funds for the estimated removal of service until such time the service is actually removed (for temporary service situation).
- \* If you are not sure whether it is going to be temporary or a permanent tap- initially it will be considered temporary (example- don't know if going to keep the business at the present location).
- \* All camper trailers/ RVs/5<sup>th</sup> wheel tap requests **are automatically** considered a temporary tap.

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