



Instructions & Application

1. Fill in application date.
2. Application number is for department internal use only.
3. Check services required: w (water) s (sewer) in the appropriate category, new, renew, or terminate.
4. Fill in building permit number if applicable.
5. Fill in date for the requested in service date.
6. Fill in who is making the application.
7. For new services or renewing service attach a plot plan with proposed location of new services.
8. Complete property address information, street and sbl/tax map parcel (required information).
9. Complete type of service: (residential, apartment, commercial, fire) fill out one application for each service to building. **Example: if a building requires both a domestic service and a sprinkler service, fill out an individual application for each service.**
10. Indicate number of units being served, a single family home would be indicated as one (1) unit. A two family home would be indicated as two (2) units. An apartment building would be the total number of rental units.
11. Check size of water service. Single to two family would be $\frac{3}{4}$ "; larger service size would be determined by design engineer or architect.
12. Check if a new water meter is required and size. Single to two family would be $\frac{3}{4}$ "; larger service size would be determined by design engineer or architect.
13. Check size of sewer requested.
14. Check size of storm drain required if applicable.
15. Complete contact information for further inquiries by the department. (Information is required.)
16. Complete property owner information. (All information is required including a contact phone number.)
17. Complete property owner mailing address information if different from property address.
18. For termination of services complete all information for demolition of structures. If services are being terminated without any structure demolition, indicate no structures are being demolished. If property owner is demolishing structure indicate so under demolition contractor. A pre-demolition meeting is required before a demolition permit is issued.
19. Property owner must sign application. (required)

20. Applicant must sign application. (required)
21. Email a signed and completed application to chris.wheland@troyny.gov. To sign the document electronically you will need to download and complete it in a PDF reader. If you do not have a PDF reader you can download the [Adobe Reader](#) for free. To create a signature in the Adobe Reader use the signature tool to type or draw your name ([show me](#)). If you do not wish to use a PDF reader, you may email a scanned copy of the form.
22. Inspections are to be done by the Department of Public Utilities. Contact DPU prior to backfilling any water or sewer lines.



APPLICATION FOR WATER AND SEWER SERVICE

Return completed application to chris.wheland@troyny.gov

Dept of Public Utilities
25 Water Plant Road
Troy, NY 12182
Phone (518) 237-0319
Fax (518) 233-7038

Application Date _____

Application # (Office Use Only) _____

SERVICE **New** Water Sewer **Renew** Water Sewer **Terminate** Water Sewer

Building Permit # (if applicable) _____ Date Service is requested _____

Application made by Owner Builder Plumber Other _____

For new services or services to be renewed, attach a plot plan showing proposed location of new service.

PROPERTY ADDRESS TO BE SUPPLIED

Street _____ SBL/Tax Map Parcel ID _____ Lot # _____

Subdivision Name _____

Type of Service Residential Apartment Commercial Fire

Number of units to be serviced _____

Water Service Size Requested 3/4" 1" 1 1/2" 2" 4" 6" 8"

Is a new meter required? Yes No Size 3/4" 1" 1 1/2" 2" 4" 6" 8"

Department of Public Utilities will supply up to 1", Larger meters are to be approved by the Department of Public Utilities and supplied by the owner.

Sewer Service Size Requested 6" Min. 8" 10" 12" Other _____

Storm Water Service Size Requested 4" Min. 6" 8" 10" 12"

CONTACT NAME (Required) Contact needed for further inquiries by the Department.

Name _____

Phone _____ E-Mail _____

PROPERTY OWNER ADDRESS (All information required)

Name _____

Street _____ City _____ State _____ Zip _____

Phone _____ E-Mail (optional) _____

PROPERTY OWNER MAILING ADDRESS FOR BILLING (If same leave blank)

Name _____

Street _____ City _____ State _____ Zip _____

TERMINATION OF WATER AND SEWER SERVICES

Demolition Contractor Name _____

Contractor Address _____ City _____ State _____ Zip _____

Demolition Schedule Date _____

Facilities to Demolish _____

Has the contractor scheduled a pre-demolition meeting? Yes No Date _____

I _____, hereby certify, that I am the owner of the above listed property and that I agree to abide by the Department of Public Utilities Rules and Regulations and to pay all time and material charges associated with the installation or termination of water and sewer services and to pay all water and sewer rents. All charges are due immediately upon receipt of bill and are to be paid at the City of Troy's Treasurer's Office, City Hall, 1776 Sixth Avenue, Troy, NY 12180. Any unpaid balance after thirty (30) days will be placed as a lien against the property with added interest and penalties.

Owner Signature _____ Print Name _____ Date _____

I hereby acknowledge that I have read this application and state the above information is correct and agree to comply with all City Ordinances and State Laws regulating water and sewer connections and terminations. I agree to comply with approved drawings and keep approved drawings on the job site. I understand that any deviation from the approved plans must be authorized by the approval of the revised plans, subject to the same procedures established for the examination of the original plans, and that an additional fee may be charged, predicted on the extent of the variation from the original plans. I also acknowledge I am the property owner or authorized to act as the owner's agent in submitting this application.

Applicant Signature _____ Print Name _____ Date _____

Superintendent Approval Signature _____ Date _____

OFFICE USE ONLY

Inspections are to be done by the Department of Public Utilities.
Contact DPU prior to backfilling any water or sewer lines.

INSPECTIONS	WATER	SEWER
DATE INSPECTED		
SIZE		
MATERIAL		
DISTANCE MAIN TO CURB		
DISTANCE CURB TO FOUNDATION		
INSPECTED BY		
TIE POINT DRAWING DONE BY		
DATE TERMINATED		
LOCATION OF TERMINATION		
TERMINATED BY		
APPROVED FOR DEMOLITION BY		