



## Public Works Water Service Guide

### Information Package for Building Permit

#### Purpose

To ensure that all work done on and for a private water service connection is done properly including connection to water shut off at property line and meter installation.

#### Process – Existing Water Service at Property Line

1. Water Service Request is created through the building permit process. The fee for a ¾" service is \$600 payable at that time of the building permit, which covers inspections on private property and meter supply and installation.
2. The applicant is to call the Public Works Department (PWD) 48 hours in advance of connecting to the water shut off at the property line for inspection. PWD staff will inspect the connection and the water service line to the structure (#12 gauge blue tracer wire as per Town of LaSalle spec sheet is needed for poly pipe).
3. Applicant is responsible to install communication wire from future meter location to exterior wall on front half of structure near gas meter. (#22 gauge, 3 conductor wire)
4. Applicant to call the PWD a minimum of 48 hours in advance of meter installation. Meter must be installed prior to occupancy being granted.

#### Process – No Water Service at Property Line

1. Water Service Request is created through building permit process. The fee of a ¾" service is \$600 is still collected at this time. This fee covers the inspections on private property and meter supply and installation.
2. Applicant must specify that a service and tap to the watermain is also required. This should be communicated verbally as well as noted on the building permit application.
3. The work is carried out in one of the two following ways:
  - a. The applicant retains a contractor that is licensed and bonded with the Town of LaSalle (please contact PWD to obtain list) to carry out the work. There is a \$300 Water Service Tap fee for The Town to perform the tap at the watermain. The fee will be billed to the contractor upon completion of the work. All restoration within the Right-of-Way is to be done as per Town of LaSalle standards.
  - b. The PWD carries out the work, including excavation, tapping the watermain, installation of the service to the property line with shut off valve and box, and restoration. The fee will include a \$1000 deposit, and will be carried be on a Time and Material basis. The balance of the cost will be billed to the applicant upon completion of the work. To schedule this work, please call PWD. Scheduling will be contingent on crew availability and seasonal conditions.
4. Follow *Process – Existing Water Service at Property Line*, steps two to four.

#### General Notes

- Grounding of any kind to the water service line is not permitted
- Construction rate begins when connection to curb box is made until meter is installed (\$40/mth for ¾", \$60/mth for 1" or above)
- All materials used as per Town of LaSalle water specifications
- Public Works contact number is 519-969-4143