NEW WATER SERVICE INSTALLATION

Water Resources Technical Services
727-892-5962
WRDUtilityReview@stpete.org
1650 3rd Ave. N.
stpete.org/water
**TYPES OF UTILITY SERVICES PROVIDED**

**Potable Water Services**
- Water meters (3/4" and above)
- Fire services
- Irrigation only meters
- Fire hydrants
- Potable main extensions and upgrades
- Temporary hydrant meters

**Reclaimed Water Services**
- Reclaimed irrigation services (1" and larger)
- Reclaimed main extensions
- Reclaimed services for commercial AC chillers

**Wastewater Services**
- Sanitary sewer laterals
- Sanitary sewer tie-ins (new construction) or extensions (existing construction)
- Sanitary sewer main extensions, upgrades, or relocations

**Special Considerations**
New services installed in below-ground vaults or requiring dedicated utility easements have special considerations.

**Vaults**
Unless a variance is requested in writing, all dedicated fire services are to be installed in a below-ground vault per city ordinance Sec. 27-215 (g). If your development qualifies for a variance under this ordinance, please submit a written request to WRDUtilityReview@stpete.org.

**Easements**
The following information is required from the Customer/Developer prior to recording a dedicated utility easement:

- Provide a legal description & sketch of the required easement.
- Provide property ownership information.
- Provide a check in the amount of $800.00.
- Provide three original signed/sealed (size 8.5"x11") hard copies of the final/approved legal description and sketch.

Further information and instructions on easement dedication are available by contacting WRDUtilityReview@stpete.org.
WATER RESOURCES DEPARTMENT
TECHNICAL SERVICES ESTIMATE PROCESS

Once a building project is submitted for permitting via ePlan, it is routed through several departments. The Technical Services division in the Water Resources Department coordinates the design, approval and estimate creation process for new service installations.

HOW TO REQUEST NEW SERVICE INSTALLATION

Step 1: Submit Plans for Review
Email full site plans to the Water Resources Department at WRDUtilityReview@stpete.org. The permit review process may include a site visit/inspection.

Step 2: Request Estimate
Once submitted plans have been approved and the development is ready for construction, request an estimate for new service installations. See Special Considerations for more details if an easement or vault is required. Estimates are only valid for 90 days from their creation date.

Step 3: Payment
Once a signed estimate is received from the Water Resources Department, pay via check, delivered to 1650 3rd Ave. N. (Water Resources Department).

Step 4: Construction/Installation
After payment and completed service contract (if applicable) are received, the requested services are prepared and put on schedule for installation. Depending on supply chain issues and crew availability, the typical installation time could take up to 10-12 weeks for new water services and 4-6 weeks for sanitary sewer laterals after receipt of payment.

Step 5: Refund/Invoice
Upon completion of the installation, a final bill or refund will be sent to the customer which will reflect the actual cost of installation. Additional costs shall not exceed ten percent of the original, written estimate. Per city ordinance Sec. 27-109(e)

For more information, call 727-892-5962 or email WRDUtilityReview@stpete.org.

POTABLE, RECLAIMED & WASTEWATER SERVICES

Potable and Reclaimed Services
Potable water services deliver drinking water and provide fire protection to residential and commercial buildings. Reclaimed services deliver recycled wastewater for irrigation purposes. For potable water services under 2”, contact Billing & Collections at 727-893-7341 or NewMeterInstalls@stpete.org.

For reclaimed services, hydrant meters, or irrigation only meters, contact 727-892-5111 or ReclaimedWater@stpete.org.

For new water services 2” or greater in size, coordinate installation through the Water Resources Department Technical Services division.

Wastewater Services
Wastewater services transport sewage from private plumbing systems to water reclamation facilities. This wastewater is delivered via sanitary sewer mains. Water reclamation facilities treat and recover wastewater from residential and commercial buildings. This treated wastewater (reclaimed water) is used for irrigation purposes throughout the city.

Special Considerations
New connections to the potable water distribution system may only be completed by City forces at the developer’s expense.

For wastewater construction projects, the developer has the option of completing the work by City forces or applying for a Right-of-Way permit through Engineering and Capital Improvements Department and completing the work with the assistance of a licensed contractor.
NEW SERVICE INFORMATION FOR EPLAN SUBMITTAL

Potable and Reclaimed Services
This is an overview of the Water Resources Department’s role in the building permit process to provide utility connections to new and existing developments.

- **ePlan Permit Submittal**
  An application for a building permit is submitted along with a full set of plans to the Building & Permitting Department. The ePlan permit review process is initiated and the package is forwarded to several departments, including the Water Resources Department.

- **Estimate Creation Process**
  Once the permit is finalized by the Building Department, contact the Water Resources Department to initiate the estimate process for the requested services. The Water Resources Department works to create a cost estimate for the installation of the requested services, including a site visit/inspection.

- **Payment**
  Once an estimate is forwarded, payment may be submitted via check to the Water Resources Department.

- **Construction**
  Once payment and completed service contract (if applicable) are received, the requested services are prepared and put on schedule for installation.

INFORMATION & RESOURCES

Fee Structure Table
For a current list of connection and usage fees for water/reclaimed/wastewater services, visit stpete.org/rates or contact the Billing and Collections Department at 727-893-7341.

Water Service Information
For information about available water services, visit stpete.org/water.

Utility Maps/Sewer Lateral Locations
Utility/GIS maps are available by request by emailing ROWpermitting@stpete.org.
Sewer lateral locations are available by request by emailing WRDUtilityReview@stpete.org or calling 727-892-5962.