



Water Tap Application

Internal Use Only
Date Received: _____
Date Approved: _____
Date Tap Scheduled: _____

Only one (1) tap per application.

Job Site Information	
Legal Description:	
Address:	
City:	State: ZIP Code:
General Contractor Information	
Name:	Phone:
Mailing address:	
City:	State: ZIP Code:
Certified Sewer & Water Installer Information	
Name:	Phone:
Mailing address:	
City:	State: ZIP Code:
E-mail address:	
Building Permit Information	
Building Permit Number:	N/A
Excavation Permit or Project Information	
Excavation Permit or Project Number:	N/A
LUST Area	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sketch of Construction Plan (May attach a drawing instead)	Tap Information
<p>(NOTE: Annotate the number of water meters to be installed on each individual line, as appropriate)</p>	Type of tap: (check all that apply) <input type="checkbox"/> Single Family <input type="checkbox"/> Business <input type="checkbox"/> Multi-Family - # of Units: _____ <input type="checkbox"/> Other – Please Specify: _____
	Cost of taps (circle one) 1" to 2"-----\$90.00 4"-----\$440.00 6"-----\$480.00 8"-----\$510.00 10"-----\$560.00 12"-----\$610.00
	Payment Received : (housing official initial)
	Signature of applicant:
Signature of Development Services official:	Date:
Signature of Development Services official:	Date:

INFORMATION FOR WATER TAP APPLICATION AND INSTALLATION

1. All requested information is required. Incomplete applications will be returned. Unsigned applications will not be approved.
2. Water tap applications are reviewed in order received within one (1) business day.
3. A sketched plan is required in the space provided or as an attachment. Plans must be legible and include notes on all materials and sizes being used.
4. Any unapproved changes to the approved application may result in delay to requested water services.
5. Water service entry into a building must be staked near the foundation before the tap will be made. The approved application and stake locations must match.
6. Taps will not be completed until all existing inactive services are properly abandoned. Water Division staff must be on site to verify all abandonments.
7. Water service taps will not be made until a building foundation is in place.
8. The Department of Natural Resources (IDNR) tracks leaking underground storage tanks (LUST) for the state. For identifying LUST sites and areas, visit www.iowadnr.gov.
9. Current water standards, specifications, and policies may be found on the Iowa City website at www.icgov.org/waterresources.
10. For any questions about the approval of tap applications, contact the Water Division Water Engineer, 319-356-5056.
11. To schedule a tap, please contact the Water Division Front Desk, 319-356-5160. Taps will not be scheduled until the tap application has been approved.