



## REQUIRED DOCUMENTS FOR NEW SERVICE INSTALLATIONS

### For Commercial/Industrial Premises Located Within the El Paso City Limits

*The following is a list of the documents (copies only) required prior to the review of an application for water or sewer service connections being installed by El Paso Water Utilities:*

- Completed and Signed Application for New Water or Sanitary Sewer Service (NI Form A).** Provide projected start dates as well as deadlines within the Customer Notes portion of the application.
- Platting Determination Certificate.** If the property does not have any existing water or sewer services, then EPWU will require a Platting Determination Certificate, which can be obtained for a fee through the City of El Paso's City Development Department, phone number 915-541-4000 or 311. The City Development Dept. will require Proof of Ownership (Warranty Deed) and a Copy of Plat Plan or Survey. The application is available City of El Paso website.
- Plat Plan or Survey.** If the property does not have any existing water or sewer services.
- Site Plan.** Showing all building, apartment, or suite numbers as to appear on billing statement.
- Grading Plan.** Showing elevations and benchmarks.
- Utility Plan.** Showing the locations of all proposed utility installations.  
(Provide hardcopies as well as the AutoCAD files for the Site, Grading and Utility plans)

### For Premises with an On-site Sewage Disposal System (Septic Tank):

- On-site Sewage Disposal System Certificate.** Obtained from the TCEQ Regional Office, phone number 915-834-4949.

## PROCEDURES FOR NEW SERVICE INSTALLATIONS

*The following is a list of the procedures for new water or sewer service connections being installed by El Paso Water Utilities:*

1. Once the application is completed, it will be reviewed and a cost estimate will be generated. During this time, the Customer should mark locations of all new services with white spray paint or wooden stakes on-site.
2. The Customer will then be contacted and all contracts will be executed and paid prior to the service installation.
3. EPWU will then acquire the necessary permits from the City of El Paso and send the Installation Orders to the Field Crews. For sewer connections, the Customer will need to follow the instructions for a Sewer Tap Installation, available online or through the EPWU New Installations Department.
4. Once the water service has been installed, EPWU will make a final evaluation of the estimated charges and actual cost. The Customer will receive a refund for any over charges. However, the Customer will be responsible for an additional charge of up to 15% of the estimated cost of installation if the actual cost is higher than the estimated amount.

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