



## REQUIRED DOCUMENTS FOR NEW SERVICE INSTALLATIONS

### For Commercial/Industrial Premises Located Outside 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).**
- Official Street Address Form.** EPWU will require an Official Street Address Form, which can be obtained at no charge through the County of El Paso's Road & Bridge Dept., phone number 915-546-2015. Depending on the service area, the Road & Bridges Dept. may require additional documents.
- Proposed Utility Service Sketch (NI Form B).** EPWU will accommodate to the proposed water service locations when possible.

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

- On-site Sewage Disposal System Certificate.** Obtained from the El Paso County On-site Sewage Facility Department, phone number 915-855-9664.

## 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. All Customers outside the El Paso City limits must provide a backflow prevention assembly for all installations.
2. 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.
3. The Customer will then be contacted and all contracts will be executed and paid prior to the service installation.
4. EPWU will then acquire the necessary permits from the County 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.
5. 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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