



INSTRUCTIONS TO CUSTOMERS FOR SEWER TAP INSTALLATIONS

The following is a list of the procedures to follow and documents required prior to sewer service connections being installed in the field by El Paso Water Utilities personnel.

After an Installation & Service Contract is executed, and payment has been made;

1. The Customer must retain the services of a licensed private Plumber to extend the plumbing service line from the premise to the main line in the right-of-way or easement.
2. The Plumber must acquire a Plumbing Permit from the City Plumbing Inspection Department, phone number 915-541-4558.
3. If the premise is located within the city limits, the Plumber will also need to acquire a Paving Cut Permit and Traffic Control Permit from the City of El Paso, phone number 915-541-5200.
4. The Plumber must perform all excavation in the City street right-of-way and expose the main line for final service connection before calling the El Paso Water Utilities Dispatchers.
5. If the service lateral that is installed is smaller than 6 inches in diameter, then the Plumber may call the El Paso Water Utilities dispatchers at 915-594-5775 or 915-594-5778 between the hours of 7am and 3pm, Monday through Friday, and a crew will be dispatched within 24-hours to make the final service connection.
6. If the service lateral that is installed is equal to or larger than 6 inches in diameter, then the Plumber must contact the El Paso Water Utilities Dispatcher a minimum of 72-hours in advance to schedule the final service connection with EPWU-Construction Crews. A 6-inch or larger sewer tap requires a special analysis by EPWU-Construction Crews relative to the necessary fittings for the connection to the main. These fittings can be Service Saddles, Tees, Mission Couplings or others depending on each situation and upon the recommendation of the EPWU-Construction Crew's Representative. The Customer through the Plumber must provide the necessary fittings to perform the connection.

The Plumber must have, ON HAND:

- a. El Paso Water Utilities paid receipt;
- b. a copy of the Installation & Service Contract;
- c. a copy of the Plumber's Permit with the Name of the Plumber; and
- d. a copy of the Paving-Cut Permit

BEFORE the El Paso Water Utilities crew will make the final service connection.

New Installations Department
1154 Hawkins Blvd.
P.O. Box 511, El Paso, TX 79961-0511
Phone: 915.594.5539 Fax: 915.594.5574