



# UTILITY CONNECTION PERMIT APPLICATION

**Building Permit Number:** \_\_\_\_\_

**Water Permit Number:** \_\_\_\_\_

**Sewer Permit Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Single Family Residential

Multi-Family Residential

Industrial

Commercial

**Applicant Name:** \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Owner Name:** \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Connection Location:**

Property/Service Address: \_\_\_\_\_

Assessor Map and Tax Lot No: \_\_\_\_\_ Land Use Zone: \_\_\_\_\_

**Water Utility Connection**

Requested Meter Size: \_\_\_\_\_

(Typical Residential is 3/4")

*For Official Use Only*

Installed Date: \_\_\_\_\_

Meter #: \_\_\_\_\_

Make: \_\_\_\_\_

Reading: \_\_\_\_\_

Installed by: \_\_\_\_\_

**Water Utility Connection Fees**

System Development Charges \_\_\_\_\_

Meter Install Fee \_\_\_\_\_

Other Water Connection Fees \_\_\_\_\_

Total Fees \_\_\_\_\_

**Permit Special Conditions:** \_\_\_\_\_

**Sewer Utility Connection**

Tap or Connecting Pipe Size: \_\_\_\_\_

Connect to Existing Tee

Tap into Private Sewer Line

Tap into Public Line

(Millersburg Inspection Required)

**Sewer Utility Connection Fees**

System Development Charges \_\_\_\_\_

Other Sewer Connection Fees \_\_\_\_\_

Total Fees \_\_\_\_\_

Signature\*: \_\_\_\_\_

Received By: \_\_\_\_\_

Date: \_\_\_\_\_

City of Millersburg

Owner

Contractor

Authorized Agent

*\*By signing I agree to the Terms and Conditions found on the back of this form, and I confirm that the information given is true, complete, and accurate.*

# TERMS AND CONDITIONS

## 1. Water

- a. All water services serving a residence or commercial operation with an in-ground irrigation system or well on-site are required to have an approved back flow device installed and tested upon initial installation as well as tested annually. Test reports to be submitted to Public Works Operations, 310 Waverly Drive NE, Albany OR 97321 (541) 917-7628.
- b. The applicant is responsible for placing a stake (blue) clearly marking the desired meter location, and understands that a separate plumbing permit is required for plumbing work and back flow device installation done on property between meter and house/facility. Plumbing work is to be done in accordance with all applicable codes.
- c. PUBLIC WATER LINE "TAP"  
A "Tap" into an existing Municipal Water System line requires a Utility Connection permit. Public Line Tap Fees are in addition to SDC fees and are assigned to the applicant at cost of the work done.

## 2. Sewer

- a. EXISTING TEE CONNECTION  
A connection to an existing "Tee" that is an extension of the Municipal Sewer System requires a Utility Connection Permit and a Plumbing Permit.
- b. PRIVATE LINE "TAP"  
A "Tap" into an existing private sewer line that is an extension of the Municipal Sewer System requires a Utility Connection Permit and a Plumbing Permit. In addition, an inspection by Millersburg City staff is required.
- c. PUBLIC LINE "TAP"  
A "Tap" into an existing Municipal Sewer System line requires a Utility Connection Permit. The applicant is required to secure a qualified contractor to perform the work. All associated construction costs are in addition to SDC fees, and are the responsibility of the applicant.
- d. MUNICIPAL SEWER EXTENSION  
A Municipal Sewer Extension required a construction permit for additions or extensions to the Millersburg Sanitary Sewer System constructed by private developers. Municipal Line Extensions may be required for subdivisions, manufactured home parks, and large development complexes. The municipal sewer extension is part of the Private Construction of Public Infrastructure (PCPI) Permit.

3. Building or Plumbing Permit Applications for private lines shall be obtained at the Millersburg City Hall prior to any construction work. Inspections are provided by the Linn County Building Department.
4. Generally, water lines on the customer's side of the meter are considered private and sewer lines on the customer's side of the property line (cleanout) are considered private.
5. All construction on the public utility system shall conform to the City of Albany Standard Construction Specifications.
6. The applicant's contractor is solely responsible for conditions of the jobsite, including safety of all persons and property during performance of the work, and after normal working hours, until the work is completed and accepted by the City of Millersburg. Safety provisions shall conform to OSHA and all other applicable regulatory agency requirements. Inspection of the work by City of Millersburg staff does not include review or approval of the Contractor's safety measures.
7. The applicant must comply with state, federal, and local law. The issuance of this permit by the City of Millersburg does not eliminate the need for compliance with other federal, state, or local regulations. It is the applicant's responsibility to contact other federal, state, or local agencies or departments to assure compliance with all applicable regulations.
8. This permit authorization is valid for one year from the date of application.