



## Instructions & Application

1. Fill in application date.
2. Application number is for department internal use only.
3. Check services required: w (water) s (sewer) in the appropriate category, new, renew, or terminate.
4. Fill in building permit number if applicable.
5. Fill in date for the requested in service date.
6. Fill in who is making the application.
7. For new services or renewing service attach a plot plan with proposed location of new services.
8. Complete property address information, street and sbl/tax map parcel (required information).
9. Complete type of service: (residential, apartment, commercial, fire) fill out one application for each service to building. **Example: if a building requires both a domestic service and a sprinkler service, fill out an individual application for each service.**
10. Indicate number of units being served, a single family home would be indicated as one (1) unit. A two family home would be indicated as two (2) units. An apartment building would be the total number of rental units.
11. Check size of water service. Single to two family would be  $\frac{3}{4}$ "; larger service size would be determined by design engineer or architect.
12. Check if a new water meter is required and size. Single to two family would be  $\frac{3}{4}$ "; larger service size would be determined by design engineer or architect.
13. Check size of sewer requested.
14. Check size of storm drain required if applicable.
15. Complete contact information for further inquiries by the department. (Information is required.)
16. Complete property owner information. (All information is required including a contact phone number.)
17. Complete property owner mailing address information if different from property address.
18. For termination of services complete all information for demolition of structures. If services are being terminated without any structure demolition, indicate no structures are being demolished. If property owner is demolishing structure indicate so under demolition contractor. A pre-demolition meeting is required before a demolition permit is issued.
19. Property owner must sign application. (required)

20. Applicant must sign application. (required)

21. Email a signed and completed application to [troyDPU@troyny.gov](mailto:troyDPU@troyny.gov). To sign the document electronically you will need to download and complete it in a PDF reader. If you do not have a PDF reader you can download the [Adobe Reader](#) for free. To create a signature in the Adobe Reader use the signature tool to type or draw your name ([show me](#)). If you do not wish to use a PDF reader, you may email a scanned copy of the form.

22. Inspections are to be done by the Department of Public Utilities. Contact DPU prior to backfilling any water or sewer lines.



# APPLICATION FOR WATER AND SEWER SERVICE

Return completed application to [troyDPU@troyny.gov](mailto:troyDPU@troyny.gov)

**Dept of Public Utilities**  
25 Water Plant Road  
Troy, NY 12182  
Phone (518) 237-0319  
Fax (518) 233-7038

Application Date \_\_\_\_\_

Application # (Office Use Only) \_\_\_\_\_

**SERVICE** **New** ☐ Water ☐ Sewer **Renew** ☐ Water ☐ Sewer **Terminate** ☐ Water ☐ Sewer

Building Permit # (if applicable) \_\_\_\_\_ Date Service is requested \_\_\_\_\_

Application made by ☐ Owner ☐ Builder ☐ Plumber ☐ Other \_\_\_\_\_

For new services or services to be renewed, attach a plot plan showing proposed location of new service.

## PROPERTY ADDRESS TO BE SUPPLIED

Street \_\_\_\_\_ SBL/Tax Map Parcel ID \_\_\_\_\_ Lot # \_\_\_\_\_

Subdivision Name \_\_\_\_\_

Type of Service ☐ Residential ☐ Apartment ☐ Commercial ☐ Fire

Number of units to be serviced \_\_\_\_\_

**Water Service Size Requested** ☐ 3/4" ☐ 1" ☐ 1 1/2" ☐ 2" ☐ 4" ☐ 6" ☐ 8"

**Is a new meter required?** ☐ Yes ☐ No Size ☐ 3/4" ☐ 1" ☐ 1 1/2" ☐ 2" ☐ 4" ☐ 6" ☐ 8"

Department of Public Utilities will supply up to 1", Larger meters are to be approved by the Department of Public Utilities and supplied by the owner.

**Sewer Service Size Requested** ☐ 6" Min. ☐ 8" ☐ 10" ☐ 12" ☐ Other \_\_\_\_\_

**Storm Water Service Size Requested** ☐ 4" Min. ☐ 6" ☐ 8" ☐ 10" ☐ 12"

**CONTACT NAME** (Required) Contact needed for further inquiries by the Department.

Name \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

## PROPERTY OWNER ADDRESS (All information required)

Name \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail (optional) \_\_\_\_\_

## PROPERTY OWNER MAILING ADDRESS FOR BILLING (If same leave blank)

Name \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## TERMINATION OF WATER AND SEWER SERVICES

Demolition Contractor Name \_\_\_\_\_

Contractor Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Demolition Schedule Date \_\_\_\_\_

Facilities to Demolish \_\_\_\_\_

Has the contractor scheduled a pre-demolition meeting? ☐ Yes ☐ No Date \_\_\_\_\_

I \_\_\_\_\_, hereby certify, that I am the owner of the above listed property and that I agree to abide by the Department of Public Utilities Rules and Regulations and to pay all time and material charges associated with the installation or termination of water and sewer services and to pay all water and sewer rents. All charges are due immediately upon receipt of bill and are to be paid at the City of Troy's Treasurer's Office, City Hall, 1776 Sixth Avenue, Troy, NY 12180. Any unpaid balance after thirty (30) days will be placed as a lien against the property with added interest and penalties.

Owner Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

I hereby acknowledge that I have read this application and state the above information is correct and agree to comply with all City Ordinances and State Laws regulating water and sewer connections and terminations. I agree to comply with approved drawings and keep approved drawings on the job site. I understand that any deviation from the approved plans must be authorized by the approval of the revised plans, subject to the same procedures established for the examination of the original plans, and that an additional fee may be charged, predicted on the extent of the variation from the original plans. I also acknowledge I am the property owner or authorized to act as the owner's agent in submitting this application.

Applicant Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Superintendent Approval Signature \_\_\_\_\_ Date \_\_\_\_\_

### OFFICE USE ONLY

Inspections are to be done by the Department of Public Utilities.  
Contact DPU prior to backfilling any water or sewer lines.

| INSPECTIONS                 | WATER | SEWER |
|-----------------------------|-------|-------|
| DATE INSPECTED              |       |       |
| SIZE                        |       |       |
| MATERIAL                    |       |       |
| DISTANCE MAIN TO CURB       |       |       |
| DISTANCE CURB TO FOUNDATION |       |       |
| INSPECTED BY                |       |       |
| TIE POINT DRAWING DONE BY   |       |       |
| DATE TERMINATED             |       |       |
| LOCATION OF TERMINATION     |       |       |
| TERMINATED BY               |       |       |
| APPROVED FOR DEMOLITION BY  |       |       |