

## 2-inch and Smaller Water Service Taps and Service Line Installation Requirements

Effective May 1, 2024

### Contractor / Owner Requirements

1. Fees: An \$80.00 Water Tap Inspection Fee (per inspection) will need to be paid prior to any backfill of the work performed by the Contractor. The Contractor/Owner is also required to provide the following:

- Owner phone number & property address
- Contractor phone number & contact information
- Name, phone number & contact information for new account creation for utility billing purposes

Payments can be made in person at the address at the top of this document; by phone at (260) 427-1161; or online at: <https://aca-prod.accela.com/ACFW/>

2. Permits: It is the responsibility of the Contractor/Owner to obtain all permits necessary for the work; including, but not limited to:
  - Right of way cut permit
  - Right of way barricade permit
  - Plumbing inspection/permit
3. Contractor/Owner will be responsible for all service installation work including the corporation stop, service line, tracer wire, curb stop, curb box and meter set. Connections to the water main (taps) must be scheduled with pre-approved Contractors.
4. Contractor/Owner is required to contract/schedule the corporation tap work through one of the following approved/qualified Contractors:
  - EJP (Everett J. Prescott Inc.), 4620 Hillegas Rd., Fort Wayne, In 46818 - (260) 482-2100
  - Core and Main (Joel Mallery), 5120 Industrial Rd., Fort Wayne, In 46825 - (260) 484-0739
  - Ferguson Waterworks (Bobby Gramse), 617 Ley Rd., Fort Wayne, In 46825 - (765)416-0142

5. Inspection Request:
  - Contractor/Owner will need to call City Utilities Engineering - New Water and Sewer Permit Office at (260) 427-1161 to request a water tap inspection between 8:00am and 2:00pm, Monday through Friday (no weekends or holidays) to request same day inspection.
  - Contractor/Owner needs to leave all work exposed for inspection.
  
6. Please refer to [City Utilities Design Standards](#) for approved materials:
  - MA7.06 Service Connections for most materials
  - MA7.11 Water Appurtenances for tracer wire
  
7. Long service installation requires the curb box to be installed on the property side of the public right-of-way. Please refer to [City Utilities Design Standards](#).
  
8. Curb stop and curb box placed a minimum of 8-feet from the side property line to reduce the possibility of services being crossed. Please refer to [City Utilities Design Standards](#):
  - W4.03 Water Services
  - W6.03 Water Service Pipes 2” and Less
  
9. Water Service lines require 5-feet minimum depth of cover above the pipe.
  
10. City Utilities inspection firms will be responsible for providing GPS coordinates and right-of-way measurements of the corporation stop and curb stop to the City Utilities Engineering Development Services - New Water and Sewer Permit Office at 200 E Berry Street, Suite 250 OR via email to [CUNWSPermits@cityoffortwayne.org](mailto:CUNWSPermits@cityoffortwayne.org)
  
11. Contractor/Owner will be responsible for all required backfill material, compaction, all site restoration.