

4-inch and Larger Water Service Taps and Service Line Installation Requirements

Effective September 1, 2025

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:

NOTE: Tap inspection rates may be subject to change at any time.

- 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
3. Contractor/Owner will be responsible for all service installation work including the service line, tracer wire, and all work and materials must comply with City Utilities Design Standards Manual.
 - Please note the valve must operate in the correct direction per the City Utilities Design Standards Manual.
4. Contractor/Owner is required to contract/schedule the large tapping sleeve and valve 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 Ciesielski), 617 Ley Rd., Fort Wayne, In 46825 - (574) 406-6200

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. Water Service lines require 5-feet minimum depth of cover above the pipe.

7. City Utilities inspection firms will be responsible for providing GPS coordinates and right-of-way measurements of the tapping sleeve and service or main line valve 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

8. Contractor/Owner will be responsible for all required backfill material according to the City Utilities Design Standards manual including backfill material, compaction and all site restoration.

Final Approved Policy 9/04/25

