

PER CITY OF HOUSTON ORDINANCE 47-5, NO WORK IN ANY C.O.H RIGHT OF WAY CAN COMMENCE PRIOR TO WRITTEN AUTHORIZATION BY UTILITY OFFICIALS



**Houston Public Works**  
**Planning and Development Services**  
**Utility Analysis / Taps and Meters**  
**3” and Larger Water Meter Permit**

Revision Date: 01/01/19

**GENERAL**

**Commercial and Multi-family Services (Commercial and Multi-family meters – all sizes) will have to complete a commercial application form and a signed notarized copy of the warranty deed or recorded deed and a copy of the IRS Form SS-4, or 4168C or LTR 147C for the EIN before the new water account is processed by Utility Customer Services. For more information on this contact “New Services” at 832.394.8995 or 832.394.8994 or 832.394.9502**

**NOTE**

**To obtain a large job number we require these items “UP FRONT” with your large job number request.**

- a. Copy of Water Letter of Availability
- b. Electronic copy of the Site Utility Plan submitted with the Building or Site work project with the Water/Wastewater approval stamp.
- c. Completed Commercial/Multi-family Water/Wastewater Service Application Information form with signed notarized copy of the warranty deed or recorded deed and a copy of the IRS form with the EIN.
- d. Large job information sheet “application”
- e. Existing accounts or meter numbers “if any”

FOR MORE INFORMATION REGARDING DOMESTIC ACCOUNTS OR OWNERSHIP CHANGE Please Contact Customer Account Services @ **713.371.1400**

**LARGE JOB INFORMATION SHEET “APPLICATION”**

**The items below must be completed on the application for faster processing**

- a. Harris County Appraisal District (HCAD) Number (**OWNER**)
- b. C.O.H. Project number with correct service address for proposed building or sitework (**CIVIL ENGINEER/ GC**)
- c. Owner and GC name/ Contact information (**OWNER AND GC**)
- d. Installing Utility Contractor Name/ Contact information & Master Plumber License Number (**UTILITY CONTRACTOR**)
- e. Approved plan and profile drawing number.  
(**Drawing signatures must be less than one year old**) (**CIVIL ENGINEER/ GC**)
- f. Account number or meter number, “if you are requesting a CPA or relocation (**OWNER**)

**PER CITY OF HOUSTON ORDINANCE 47-5, NO WORK IN ANY C.O.H RIGHT OF WAY CAN COMMENCE PRIOR TO WRITTEN AUTHORIZATION BY UTILITY OFFICIALS**

**Permit Steps**

1. Obtain Job Number at 1002 Washington Avenue (Taps and Meters Section) by completing the Job Information Form. Forms can be brought in person, or Fax to 832.394.9608, or email to [taptechs@houstontx.gov](mailto:taptechs@houstontx.gov). **Priority will be given to the Walk In Customers. Please have items in the NOTE section above ready for submittal**
  - a. Large Job Number must be assigned before obtaining the Maintenance and Surface Restoration Bonds. Assigned Large Job No. need to be reference in the upper right corner of the bonds as the "COH Job No".
2. Plan Analyst will review the submitted documents for accuracy. If all is correct, the Plan Analyst will
  - a. Create an electronic folder containing a GIMS map, and other related files
3. Submit Easement Documents (See below for easement document requirements) for processing.
  - a. Easement documents are sent by Taps and Meters to C.O.H. Real Estate and Legal Departments for approval – allow 5 to 15 working days for review.
  - b. The contractor will be contacted by Taps and Meters after the Real Estate and Legal review process
  - c. Incorrect documents must be corrected and resubmitted before proceeding.
4. Contractor applies for a Meter Permit with a Plan Analyst by providing:
  - a. Maintenance Bond (See below for Bond Fee Schedule and bond requirements) **(UTILITY CONTRACTOR)**
  - b. Surface Restoration Bond (See below for Bond Fee Schedule and bond requirements) **(UTILITY CONTRACTOR)**
  - c. Inspection Fee (\$408.62 check) **(OWNER)**

**Note: COH deposit \$7,000 - \$20,000 depending on meter size. For more info on deposit please contact "New Services" at 832.394.8995 or 832.394.8994 or 832.394.9502**
5. Plan Analyst will review the submitted documents for accuracy. If all is correct, the Plan Analyst will
  - a. Create a water new service (WNS) number in the IPS system :
  - b. Attach the approved plan and profile scanned sheets to the WNS.
  - c. Move to the CSR milestones for bond and attachment processing.
6. Taps and Meters CSR will review the customer's hard copies for accuracy. If all is correct, the CSR will :
  - a. Enter Bond Information and link it to the WNS number created by the Analyst.
  - b. Print the Informal Contract Agreement and have the Contractor sign.
  - c. Scan hard copies and save in the electronic file previously created by the Sr. Plan Analyst. Upload electronic files as attachments to the WNS.
  - d. Move the WNS to New Services/ROS Review for fee assessment and invoicing for payment.

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7. New Services/ROS reviews WNS. If all is correct, New Services/ROS will:
  - a. Provide customer with an invoice for the inspection fee and applicable deposit.
  - b. Once payment is posted the WNS is released for T&M Manager for review.
  
8. T&M Review for completeness and accuracy.
  - a. If WNS is complete and accurate the WNS will be moved to Inspection for review, approval and release of electronic work order to the Contractor and Owner/Agent.
  - b. If WNS is incomplete or inaccurate, T&M Manager will contact Customer for additional information and place WNS on hold. Once additional information is received WNS will be release to Inspection.

**Easement Document Requirements:** One of these options must be provided prior to set up of work order

Option A:

1. 584 Form – original signatures and notarized (**OWNER**)
2. Recorded Deed (**OWNER**)
3. 11" x 17" Mylar Plat signed by **registered surveyor**
4. Metes and Bounds signed by **registered surveyor**

Option B:

1. Recorded replat indicating meter easement with Harris County File Number – must have County Clerk's signature and seal
2. An electronic copy will be required

**Easement Document Requirements:** One of these options must be provided prior to set up of work order (Cont.)

Option C:

1. Location in Public R.O.W.
2. Requires prior approval by Asst. Chief Inspector Nick Garefalos (713) 641-9550
3. 11" x 17" Mylar Plat signed by **registered surveyor**
4. Metes and Bounds signed by **registered surveyor**

Option D:

1. City of Houston property
2. 11" x 17" Mylar Plat signed by **registered surveyor**
3. Metes and Bounds signed by **registered surveyor**

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**Bond Requirements: (Bonds must be typed)**

1. Job Number must be included on the Bond
2. Correct address and work description must be indicated in the project description portion of the bond. Meter type must be correct
3. Bond must be an original – copies or faxes are not acceptable
4. Correction to the bond is not permitted
5. Signatures must be original and less than 30 days old
6. Bond must be sealed
7. Bond amount must be correct
8. Power of Attorney for bonding agent must be included

**Bond Fee Schedule**

Tap Size	Meter Size	Short Tap		Long Tap	
		Maintenance	Surface Restoration	Maintenance	Surface Restoration
4"	3"	\$3,470.00	\$138.80	\$4,620.00	\$184.80
4"	4"	\$4,840.00	\$193.60	\$5,460.00	\$218.40
6"	6"	\$7,340.00	\$293.60	\$8,200.00	\$328.00
8"	8"	\$10,720.00	\$428.80	\$11,090.00	\$443.60
12"	10"	\$13,480.00	\$539.20	\$15,040.00	\$601.60

**Easement Schedule**

3" to 6" Meters	Minimum 10ft x 20ft Easement
8" or Larger	Minimum 15ft x 25ft easement

**Large Job Info Sheet "Application" Example**



**Houston Public Works  
Planning and Development Services  
Utility Analysis / Taps and Meters  
Large Job Information Sheet**

Project Information Supplied by the Utility Contractor:

C.O.H. Project Number (Setwork or Building): \_\_\_\_\_ Plan & Profile Number: \_\_\_\_\_

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

Property Tax ID Number: \_\_\_\_\_ County: \_\_\_\_\_

Description of Work: \_\_\_\_\_ \*License Number: \_\_\_\_\_

Meter number / Account number: \_\_\_\_\_

FOR MORE INFORMATION REGARDING DOMESTIC ACCOUNTS OR OWNERSHIP CHANGE Please Contact Customer Account Services @ 713.371.1400

	Representative Name	E-Mail Address	Phone Number	Fax Number
Utility Contractor (must provide bonds for this job)				
General Contractor				
Owner / As shown in the Recorded Warranty Deed				

To Be Completed By the City of Houston:

Job Number: \_\_\_\_\_ WNS Number: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

\*Utility Contractor's License Number

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**Houston Public Works**  
Planning and Development Services  
Utility Analysis / Taps and Meters  
Cut, Plug and Abandonment  
3” or Larger Water Meters

Revision Date: 01/01/19

**NOTE**

**To obtain a large job number we require these items “UP FRONT” with your large job number request.**

- a. Large job information sheet “application”
- b. Meter number or account number

FOR MORE INFORMATION REGARDING DOMESTIC ACCOUNTS OR OWNERSHIP CHANGE Please Contact Customer Account Services @ **713.371.1400**

**LARGE JOB INFORMATION SHEET “APPLICATION”**

**The items below must be completed on the application for faster processing**

- a. Harris County Appraisal District (HCAD) Number (**OWNER**)
- b. C.O.H. Project number with correct service address for proposed building or sitework **“MIGHT NOT APPLY TO CPA”** (**CIVIL ENGINEER/ GC**)
- c. Owner and GC name/ Contact information (**OWNER AND GC**)
- d. Installing Utility Contractor Name/ Contact information & Master Plumber License Number (**UTILITY CONTRACTOR**)
- e. Approved plan and profile drawing number. **“MIGHT NOT APPLY TO CPA”** (**Drawing signatures must be less than one year old**) (**CIVIL ENGINEER/ GC**)
- f. Account number or meter number, “if you are requesting a CPA or relocation (**OWNER**)

**Permit Steps**

1. Obtain Job Number at 1002 Washington Avenue (Taps and Meters Section) by completing the Job Information Form. Forms can be brought in person, or Fax to 832.394.9608, or email to [taptechs@houstontx.gov](mailto:taptechs@houstontx.gov). **Priority will be given to the Walk In Customers. Please have items in the NOTE section above ready for submittal**
  - a. Large Job Number must be assigned before obtaining the Maintenance and Surface Restoration Bonds. Assigned Large Job No. need to be reference in the upper right corner of the bonds as the “COH Job No”.

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2. Plan Analyst will review the submitted documents for accuracy. If all is correct, the Plan Analyst will
  - a. Create an electronic folder containing a GIMS map, and other related files
  
3. Contractor applies for Cut, Plug and Abandonment for 3" or larger Water Meters Permit with a Plan Analyst by providing:
  - a. Maintenance Bond (100% Job Cost – see below for bond requirements) **(UTILITY CONTRACTOR)**
  - b. Surface Restoration Bond for (4% Job Cost – see below for bond requirements) **(UTILITY CONTRACTOR)**
  - c. Inspection Fee (\$408.62 check) **(OWNER)**
  - d. Water Account or Meter Number.
  
4. Plan Analyst will review the submitted documents for accuracy. If all is correct, the Plan Analyst will
  - a. Create a water new service (WNS) number in the IPS system :
  - b. Move to the CSR milestones for bond and attachment processing.
  
5. Taps and Meters CSR will review the customer's hard copies for accuracy. If all is correct, the CSR will :
  - a. Enter Bond Information and link it to the WNS number created by the Analyst.
  - b. Print the Informal Contract Agreement and have the Contractor sign.
  - c. Scan hard copies and save in the electronic file previously created by the Sr. Plan Analyst. Upload electronic files as attachments to the WNS.
  - d. Move the WNS to New Services/ROS Review for fee assessment and invoicing for payment.
  
6. New Services/ROS reviews WNS. If all is correct, New Services/ROS will:
  - a. Provide customer with an invoice for the inspection fee.
  - b. Once payment is posted the WNS is released for T&M Manager for review.
  
7. T&M Review for completeness and accuracy.
  - a. If WNS is complete and accurate the WNS will be moved to Inspection for review, approval and release of electronic work order to the Contractor and Owner/Agent.
  - b. If WNS is incomplete or inaccurate, T&M Manager will contact Customer for additional information and place WNS on hold. Once additional information is received WNS will be release to Inspection.

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**Bond Requirements: (Bonds must be typed)**

1. Job Number must be included on the Bond
2. Correct address and work description must be indicated in the project description portion of the bond
3. Bond must be an original – copies or faxes are not acceptable
4. Correction to the bond is not permitted
5. Signatures must be original and less than 30 days old
6. Bond must be sealed
7. Bond amount must be correct
8. Power of Attorney for bonding agent must be included

**NOTE:**

**CUT PLUG AND ABANDON OF A WATER METER DOES NOT REVERT THE WATER METER EASEMENT BACK TO THE OWNER.**

**Below link to revert process:**

<https://edocs.publicworks.houstontx.gov/engineering-and-construction/easement-reverter-procedure.html>

**Large Job Info Sheet “Application” Example**



**Houston Public Works  
Planning and Development Services  
Utility Analysis / Taps and Meters  
Large Job Information Sheet**

Project Information Supplied by the Utility Contractor:				
C.O.H. Project Number (Sitework or Building): _____		Plan & Profile Number: _____		
Project Address: _____				
Property Tax ID Number: _____		County: _____		
Description of Work: _____		*License Number: _____		
Meter number / Account number: _____				
<small>FOR MORE INFORMATION REGARDING DOMESTIC ACCOUNTS OR OWNERSHIP CHANGE Please Contact Customer Account Services @ 713.371.1400</small>				
	Representative Name	E-Mail Address	Phone Number	Fax Number
Utility Contractor: (must provide bonds for this job)				
General Contractor:				
Owner / As shown in the Recorded Warranty Deed				
To Be Completed By the City of Houston:				
Job Number: _____	WNS Number: _____	Date: _____	Initials: _____	

\*Utility Contractor's License Number

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**Houston Public Works**  
**Planning and Development Services**  
**Utility Analysis / Taps and Meters**  
**4” and Larger Unmetered Firelines**

Revision Date: 01/01/19

**GENERAL**

**Permit issued by Taps & Meters is only for the installation between the city main & the property line. You are still required to obtain an underground fire line (UF) permit at the building department for the part of the line beginning at the property line and ending at the building.**

**Commercial and Multi-family Services (Commercial and Multi-family meters – all sizes) will have to complete a commercial application form and a signed notarized copy of the warranty deed or recorded deed and a copy of the IRS Form SS-4, or 4168C or LTR 147C for the EIN before the new water account is processed by Utility Customer Services. For more information on this contact “New Services” at 832.394.8995 or 832.394.8994 or 832.394.9502**

**NOTE**

**To obtain a large job number we require these items “UP FRONT” with your large job number request.**

- a. Copy of Water Letter of Availability
- b. Electronic copy of the Site Utility Plan submitted with the Building or Site work project with the Water/Wastewater approval stamp.
- c. Completed Commercial/Multi-family Water/Wastewater Service Application Information form with signed notarized copy of the warranty deed or recorded deed and a copy of the IRS form with the EIN.
- d. Large job information sheet “application”

**LARGE JOB INFORMATION SHEET “APPLICATION”**

**The items below must be completed on the application for faster processing**

- a. Harris County Appraisal District (HCAD) Number (**OWNER**)
- b. C.O.H. Project number with correct service address for proposed building or sitework (**CIVIL ENGINEER/ GC**)
- c. Owner and GC name/ Contact information (**OWNER AND GC**)
- d. Installing Utility Contractor Name/ Contact information & Master Plumber License Number (**UTILITY CONTRACTOR**)



**PER CITY OF HOUSTON ORDINANCE 47-5, NO WORK IN ANY C.O.H RIGHT OF WAY CAN COMMENCE PRIOR TO WRITTEN AUTHORIZATION BY UTILITY OFFICIALS**

- e. Approved plan and profile drawing number.  
**(Drawing signatures must be less than one year old) (CIVIL ENGINEER/ GC)**
- f. Account number or meter number, “Unmetered Firelines must have a domestic account that is “active” **(OWNER)**  
FOR MORE INFORMATION REGARDING DOMESTIC ACCOUNTS OR OWNERSHIP CHANGE Please Contact Customer Account Services @ **713.371.1400**

**Permit Steps**

1. Obtain Job Number at 1002 Washington Avenue (Taps and Meters Section) by completing the Job Information Form. Forms can be brought in person, or Fax to 832.394.9608, or email to [taptechs@houstontx.gov](mailto:taptechs@houstontx.gov). **Priority will be given to the Walk In Customers. Please have items in the NOTE section above ready for submittal**
  - a. Large Job Number must be assigned before obtaining the Maintenance and Surface Restoration Bonds. Assigned Large Job No. need to be reference in the upper right corner of the bonds as the “COH Job No”.
2. Plan Analyst will review the submitted documents for accuracy. If all is correct, the Plan Analyst will
  - a. Create an electronic folder containing a GIMS map, and other related files
3. Contractor applies for a Unmetered Fireline Permit with a Plan Analyst by providing:
  - a. Maintenance Bond (See below for Bond Fee Schedule and bond requirements) **(UTILITY CONTRACTOR)**
  - b. Surface Restoration Bond (See below for Bond Fee Schedule and bond requirements) **(UTILITY CONTRACTOR)**
  - c. Inspection Fee (\$408.62 check) **(OWNER)**
4. Plan Analyst will review the submitted documents for accuracy. If all is correct, the Plan Analyst will
  - a. Create a water new service (WNS) number in the IPS system :
  - b. Attach the approved plan and profile scanned sheets to the WNS.
  - c. Move to the CSR milestones for bond and attachment processing.
5. Taps and Meters CSR will review the customer’s hard copies for accuracy. If all is correct, the CSR will :
  - a. Enter Bond Information and link it to the WNS number created by the Analyst.
  - b. Print the Informal Contract Agreement and have the Contractor sign.
  - c. Scan hard copies and save in the electronic file previously created by the Sr. Plan Analyst. Upload electronic files as attachments to the WNS.
  - d. Move the WNS to New Services/ROS Review for fee assessment and invoicing for payment.
6. New Services/ROS reviews WNS. If all is correct, New Services/ROS will:
  - a. Provide customer with an invoice for the inspection fee and applicable deposit.
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7. T&M Review for completeness and accuracy.
  - a. If WNS is complete and accurate the WNS will be moved to Inspection for review, approval and release of electronic work order to the Contractor and Owner/Agent.
  - b. If WNS is incomplete or inaccurate, T&M Manager will contact Customer for additional information and place WNS on hold. Once additional information is received WNS will be release to Inspection.

**Bond Requirements: (Bonds must be typed)**

1. Job Number must be included on the Bond
2. Correct address and work description must be indicated in the project description portion of the bond
3. Bond must be an original – copies or faxes are not acceptable
4. Correction to the bond is not permitted
5. Signatures must be original and less than 30 days old
6. Bond must be sealed
7. Bond amount must be correct
8. Power of Attorney for bonding agent must be included

**Bond Fee Schedule**

Tap Size	Short Tap		Long Tap	
	Maintenance	Surface Restoration	Maintenance	Surface Restoration
4"	\$1,620.00	\$64.80	\$2,340.00	\$93.60
6"	\$1,980.00	\$79.20	\$2,980.00	\$119.20
8"	\$2,340.00	\$93.60	\$3,240.00	\$129.60
12"	\$3,060.00	\$122.40	\$4,320.00	\$172.80

**Large Job Info Sheet “Application” Example**



**Houston Public Works**  
 Planning and Development Services  
 Utility Analysis / Taps and Meters  
**Large Job Information Sheet**

**Project Information Supplied by the Utility Contractor**

C.O.H. Project Number (Sitework or Building): \_\_\_\_\_ Plan & Profile Number: \_\_\_\_\_

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

Property Tax ID Number: \_\_\_\_\_ County: \_\_\_\_\_

Description of Work: \_\_\_\_\_ \*License Number: \_\_\_\_\_

Meter number / Account number: \_\_\_\_\_

FOR MORE INFORMATION REGARDING DOMESTIC ACCOUNTS OR OWNERSHIP CHANGE Please Contact Customer Account Services @ 713.371.1400

	Representative Name	E-Mail Address	Phone Number	Fax Number
Utility Contractor: (must provide bonds for this job)				
General Contractor:				
Owner / As shown in the Recorded Warranty Deed				

**To Be Completed By the City of Houston:**

Job Number: \_\_\_\_\_ WNS Number: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

\*Utility Contractor's License Number

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**Houston Public Works  
Planning and Development Services  
Utility Analysis / Taps and Meters  
CPA Unmetered Fireline Permit**

Revision Date: 01/01/19

**NOTE**

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- a. Large job information sheet “application”

**LARGE JOB INFORMATION SHEET “APPLICATION”**

**The items below must be completed on the application for faster processing**

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- b. C.O.H. Project number with correct service address for proposed building or sitework **“MIGHT NOT APPLY TO CPA”** (**CIVIL ENGINEER/ GC**)
- c. Owner and GC name/ Contact information (**OWNER AND GC**)
- d. Installing Utility Contractor Name/ Contact information & Master Plumber License Number (**UTILITY CONTRACTOR**)
- e. Approved plan and profile drawing number. **“MIGHT NOT APPLY TO CPA”** (**Drawing signatures must be less than one year old**) (**CIVIL ENGINEER/ GC**)
- f. Account number or meter number, “if you are requesting a CPA or relocation (**OWNER**)

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3. Contractor applies for CPA Unmetered Fireline Permit with a Plan Analyst by providing:
  - a. Maintenance Bond (100% Job Cost - see below for bond requirements)  
**(UTILITY CONTRACTOR)**
  - b. Surface Restoration Bond (4% Job Cost - see below for bond requirements)  
**(UTILITY CONTRACTOR)**
  - c. Inspection Fee (\$408.62 check)
  - d. Water Account Number **(OWNER)**
  
4. Plan Analyst will review the submitted documents for accuracy. If all is correct, the Plan Analyst will
  - a. Create a water new service (WNS) number in the IPS system :
  - b. Move to the CSR milestones for bond and attachment processing.
  
5. Taps and Meters CSR will review the customer's hard copies for accuracy. If all is correct, the CSR will :
  - a. Enter Bond Information and link it to the WNS number created by the Analyst.
  - b. Print the Informal Contract Agreement and have the Contractor sign.
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**Bond Requirements:**

1. Job Number must be included on the Bond
2. Correct address and work description must be indicated in the project description portion of the bond
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4. Correction to the bond is not permitted
5. Signatures must be original and less than 30 days old
6. Bond must be sealed
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8. Power of Attorney for bonding agent must be included

**Large Job Info Sheet “Application” Example**



**Houston Public Works**  
 Planning and Development Services  
 Utility Analysis / Taps and Meters  
**Large Job Information Sheet**

Project Information Supplied by the Utility Contractor:

C.O.H. Project Number (Sitework or Building): \_\_\_\_\_ Plan & Profile Number: \_\_\_\_\_  
 Project Address: \_\_\_\_\_  
 Property Tax ID Number: \_\_\_\_\_ County: \_\_\_\_\_  
 Description of Work: \_\_\_\_\_ \*License Number: \_\_\_\_\_  
 Meter number / Account number: \_\_\_\_\_  
FOR MORE INFORMATION REGARDING DOMESTIC ACCOUNTS OR OWNERSHIP CHANGE Please Contact Customer Account Services @ 713.371.1400

	Representative Name	E-Mail Address	Phone Number	Fax Number
Utility Contractor: (must provide bonds for this job)				
General Contractor:				
Owner / As shown in the Recorded Warranty Deed				

To Be Completed By the City of Houston:

Job Number: \_\_\_\_\_ WNS Number: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

\*Utility Contractor's License Number



# Houston Public Works

## Planning and Development Services

### Utility Analysis / Taps and Meters

## Fire Hydrant Installation and Relocation

Revision Date: 01/01/19

### NOTE

To obtain a large job number we require these items “UP FRONT” with your large job number request.

- a. Large job information sheet “application”

### LARGE JOB INFORMATION SHEET “APPLICATION”

The items below must be completed on the application for faster processing

- a. Harris County Appraisal District (HCAD) Number (**OWNER**)
- b. C.O.H. Project number with correct service address for proposed building or sitework (**CIVIL ENGINEER/ GC**)  
**“MAY BE ILMS NUMBER ON PLAN & PROFILE DRAWEINGS”**
- c. Owner and GC name/ Contact information (**OWNER AND GC**)
- d. Installing Utility Contractor Name/ Contact information & Master Plumber License Number (**UTILITY CONTRACTOR**)
- e. Approved plan and profile drawing number.  
**(Drawing signatures must be less than one year old) (CIVIL ENGINEER/ GC)**

### Permit Steps

1. Obtain Job Number at 1002 Washington Avenue (Taps and Meters Section) by completing the Job Information Form. Forms can be brought in person, or Fax to 832.394.9608, or email to [taptechs@houstontx.gov](mailto:taptechs@houstontx.gov). **Priority will be given to the Walk In Customers. Please have items in the NOTE section above ready for submittal**
  - a. Large Job Number must be assigned before obtaining the Maintenance and Surface Restoration Bonds. Assigned Large Job No. need to be reference in the upper right corner of the bonds as the “COH Job No”.
2. Plan Analyst will review the submitted documents for accuracy. If all is correct, the Plan Analyst will
  - a. Create a hard copy of a GIMS map showing the location of the fire hydrant, and Large Job Sheet with project information. Place documents and drawings in Large Job Folder.

**PER CITY OF HOUSTON ORDINANCE 47-5, NO WORK IN ANY C.O.H RIGHT OF WAY CAN COMMENCE PRIOR TO WRITTEN AUTHORIZATION BY UTILITY OFFICIALS**

3. Contractor applies for Fire Hydrant Permit with a Plan Analyst by providing:
  - a. Maintenance Bond (100% Job Cost – see below for bond requirements) **(UTILITY CONTRACTOR)**
  - b. Surface Restoration Bond for (4% Job Cost – see below for bond requirements). **(UTILITY CONTRACTOR)**
  - c. Inspection Fee (\$408.62 check). **(OWNER)**
  - d. C.O.H. Approved Plan & Profile drawings. “One full size copy and one 8 ½” x 11” copy. (Only drawings needed are the cover sheet, overall sheet, and profile sheets that show detail of work being performed) **(Drawing signatures must be less than one year old) (CIVIL ENGINEER/ GC)**
    - i. **NOTE:** If the contractor is replacing the Fire Hydrant at the same location then plan and profile drawings are not required.
4. Plan Analyst will review the submitted documents for accuracy. If all is correct, the Plan Analyst will:
  - a. Create a water new service (WNS) number in the IPS system to allow CSR to generate invoice.
  - b. Move to the CSR milestones for bond and invoicing.
5. Taps and Meters CSR will review the customer’s hard copies for accuracy. If all is correct, the CSR will :
  - a. Enter Bond Information and link it to the WNS number created by the Analyst.
  - b. Print the Informal Contract Agreement and have the Contractor sign.
  - c. Verify that Informal Agreement, Bonds, Info Sheet, GIMS maps, two full size drawings and other COH correspondence is included in the Job folder.
  - d. Print two (2) invoices, place barcode on one (1) of the invoices and instruct the Customer to take the invoices to the Cashier Station to pay for the Inspection fee. Advice that work order will not be released to Contractor until the fee is paid.
  - e. Move the WNS to T&M Review and type work order for Manager review and approval.
6. T&M Review for completeness and accuracy.
  - a. If Inspection fee has been paid and Work Order and permit requirements are complete and accurate the work order will be signed off and Release Notice will be fax to the Contractor within 48 hours.
  - b. If Work Order and permit requirements are incomplete or inaccurate, T&M Manager will contact Customer for additional information and place WNS on hold. Once additional information is received the work order will be signed and fax to the contractor within 48 hours.
  - c. A copy of the signed work order and permit requirements will be placed in the Inspectors inbox for pick up.

**PER CITY OF HOUSTON ORDINANCE 47-5, NO WORK IN ANY C.O.H RIGHT OF WAY  
CAN COMMENCE PRIOR TO WRITTEN AUTHORIZATION BY UTILITY OFFICIALS**

**Bond Requirements: (Bonds must be typed)**

1. Job Number must be included on the Bond
2. Correct address and work description must be indicated in the project description portion of the bond
3. Bond must be an original – copies or faxes are not acceptable
4. Correction to the bond is not permitted
5. Signatures must be original and less than 30 days old
6. Bond must be sealed
7. Bond amount must be correct
8. Power of Attorney for bonding agent must be included

**Large Job Info Sheet “Application” Example**



**Houston Public Works**  
 Planning and Development Services  
 Utility Analysis / Taps and Meters  
**Large Job Information Sheet**

Project Information Supplied by the Utility Contractor:				
C. O.H. Project Number (Sitework or Building): _____		Plan & Profile Number: _____		
Project Address: _____				
Property Tax ID Number: _____		County: _____		
Description of Work: _____		*License Number: _____		
Meter number / Account number: _____				
<small>FOR MORE INFORMATION REGARDING DOMESTIC ACCOUNTS OR OWNERSHIP CHANGE Please Contact Customer Account Services @ 713.371.1400</small>				
	Representative Name	E-Mail Address	Phone Number	Fax Number
Utility Contractor: (must provide bonds for this job)				
General Contractor:				
Owner / As shown in the Recorded Warranty Deed				
To Be Completed By the City of Houston:				
Job Number: _____	WNS Number: _____	Date: _____	Initials: _____	
<small>*Utility Contractor's License Number</small>				





# Houston Public Works

Planning and Development Services  
Utility Analysis / Taps and Meters  
**Fire Hydrant Abandonment**

Revision Date: 01/01/19

## GENERAL:

*Fire hydrant locations are installed at a strategic location to aid in maintenance of our water and wastewater systems. Abandonment of existing FH can negatively affect this strategic placement. Applicant must contact PWE's City Engineers Office or Utility Maintenance Branch to ensure that abandonment will not affect required spacing. Approval documentation will be required before permitting a FH abandonment.*

## NOTE

To obtain a large job number we require these items "UP FRONT" with your large job number request.

- a. Large job information sheet "application"

## LARGE JOB INFORMATION SHEET "APPLICATION"

The items below must be completed on the application for faster processing

- a. Harris County Appraisal District (HCAD) Number (**OWNER**)
- b. C.O.H. Project number with correct service address for proposed building or sitework (**CIVIL ENGINEER/ GC**)  
**"MAY BE ILMS NUMBER ON PLAN & PROFILE DRAWEINGS"**
- c. Owner and GC name/ Contact information (**OWNER AND GC**)
- d. Installing Utility Contractor Name/ Contact information & Master Plumber License Number (**UTILITY CONTRACTOR**)
- e. Approved plan and profile drawing number.  
(Drawing signatures must be less than one year old) (**CIVIL ENGINEER/ GC**)

**PER CITY OF HOUSTON ORDINANCE 47-5, NO WORK IN ANY C.O.H RIGHT OF WAY CAN COMMENCE PRIOR TO WRITTEN AUTHORIZATION BY UTILITY OFFICIALS**

**Permit Steps**

1. Obtain Job Number at 1002 Washington Avenue (Taps and Meters Section) by completing the Job Information Form. Forms can be brought in person, or Fax to 832.394.9608, or email to [taptechs@houstontx.gov](mailto:taptechs@houstontx.gov). **Priority will be given to the Walk In Customers. Please have items in the NOTE section above ready for submittal**
  - a. Large Job Number must be assigned before obtaining the Maintenance and Surface Restoration Bonds. Assigned Large Job No. need to be reference in the upper right corner of the bonds as the "COH Job No".
2. Plan Analyst will review the submitted documents for accuracy. If all is correct, the Plan Analyst will
  - a. Create a hard copy of a GIMS map showing the location of the fire hydrant, and Large Job Sheet with project information. Place documents and drawings in Large Job Folder.
3. Contractor applies for Fire Hydrant Abandonment Permit with a Plan Analyst by providing:
  - a. Maintenance Bond (100% Job Cost – see below for bond requirements) **(UTILITY CONTRACTOR)**
  - b. Surface Restoration Bond for (4% Job Cost – see below for bond requirements) **(UTILITY CONTRACTOR)**
  - c. Inspection Fee (\$408.62 check) **(OWNER)**
  - d. C.O.H. Approved Plan & Profile drawings. "One full size copy and one 8 ½" x 11" copy. (Only drawings needed are the cover sheet, overall sheet, and profile sheets that show detail of work being performed) **(Drawing signatures must be less than one year old)** or written Approval from OCE, or Utility Maintenance Branch stating that FH can be abandon without affecting required spacing. **(CIVIL ENGINEER/ GC)**
4. Plan Analyst will review the submitted documents for accuracy. If all is correct, the Plan Analyst will:
  - a. Create a water new service (WNS) number in the IPS system to allow CSR to generate invoice.
  - b. Move to the CSR milestones for bond and invoicing.
5. Taps and Meters CSR will review the customer's hard copies for accuracy. If all is correct, the CSR will :
  - a. Enter Bond Information and link it to the WNS number created by the Analyst.
  - b. Print the Informal Contract Agreement and have the Contractor sign.
  - c. Verify that Informal Agreement, Bonds, Info Sheet, GIMS maps and other COH correspondence is included in the Job folder.
  - d. Print two (2) invoices, place barcode on one (1) of the invoices and instruct the Customer to take the invoices to the Cashier Station to pay for the Inspection fee. Advice that work order will not be released to Contractor until the fee is paid.
  - e. Move the WNS to T&M Review and type work order for Manager review and approval.

**PER CITY OF HOUSTON ORDINANCE 47-5, NO WORK IN ANY C.O.H RIGHT OF WAY CAN COMMENCE PRIOR TO WRITTEN AUTHORIZATION BY UTILITY OFFICIALS**

6. T&M Review for completeness and accuracy.
  - a. If Inspection fee has been paid and Work Order and permit requirements are complete and accurate the work order will be signed off and Release Notice will be fax to the Contractor within 48 hours.
  - b. If Work Order and permit requirements are incomplete or inaccurate, T&M Manager will contact Customer for additional information and place WNS on hold. Once additional information is received the work order will be signed and fax to the contractor within 48 hours.
  - c. A copy of the signed work order and permit requirements will be placed in the Inspectors inbox for pick up.

**Bond Requirements: (Bonds must be typed)**

1. Job Number must be included on the Bond
2. Correct address and work description must be indicated in the project description portion of the bond
3. Bond must be an original – copies or faxes are not acceptable
4. Correction to the bond is not permitted
5. Signatures must be original and less than 30 days old
6. Bond must be sealed
7. Bond amount must be correct
8. Power of Attorney for bonding agent must be included

**Large Job Info Sheet “Application” Example**



**Houston Public Works**  
 Planning and Development Services  
 Utility Analysis / Taps and Meters  
**Large Job Information Sheet**

Project Information Supplied by the Utility Contractor:				
C.O.H. Project Number (Sitework or Building): _____		Plan & Profile Number: _____		
Project Address: _____				
Property Tax ID Number: _____		County: _____		
Description of Work: _____				*License Number: _____
Meter number / Account number: _____				
FOR MORE INFORMATION REGARDING DOMESTIC ACCOUNTS OR OWNERSHIP CHANGE Please Contact Customer Account Services @ 713.371.1400				
	Representative Name	E-Mail Address	Phone Number	Fax Number
Utility Contractor: (must provide bonds for this job)				
General Contractor:				
Owner / As shown in the Recorded Warranty Deed				
To Be Completed By the City of Houston:				
Job Number: _____	WNS Number: _____	Date: _____	Initials: _____	
*Utility Contractor's License Number				



# Houston Public Works

## Planning and Development Services

### Utility Analysis / Taps and Meters

## Water Main Extension Permit

Revision Date: 01/01/19

### NOTE

**To obtain a large job number we require these items “UP FRONT” with your large job number request.**

- a. Large job information sheet “application”
- b. Copy of Water Letter of Availability – **must indicate extension requirement. (OWNER)**
- c. Job contract “signed” with job amounts. “Must have at least water and/or sewer amounts listed
- d. Copy of Letter of Commitment (refer to letter format at the end of the WCR letter) or signed C.O.H. contract. Letter of Commitment must be reviewed by the Infrastructure Support Group. The Infrastructure Support Group will make a notation on WCR letter indicating that the Letter of Commitment was reviewed and approved. **(OWNER)**
- e. Statutory Payment and Performance Bonds for jobs costing more than \$25,000. Bond amount for Statutory Payment and Performance Bond is 100% of job cost. Performance and Payment Bonds must be obtained by the Developer/Owner as per Section 47-163(4). **(OWNER/ DEVELOPER)**
- f. Statutory Payment and Performance bond require Legal Department’s approval. Bonds must be submitted with two weeks in advance with contract pages to verify ownership, contractor, signatures, scope of work and cost. Bonds will be sent to Legal Department for their review and approval. Once approved contractor will be notified. **(OWNER/ DEVELOPER)**

### LARGE JOB INFORMATION SHEET “APPLICATION”

**The items below must be completed on the application for faster processing**

- a. Harris County Appraisal District (HCAD) Number **(OWNER)**
- b. C.O.H. Project number with correct service address for proposed building or sitework **(CIVIL ENGINEER/ GC)**  
**“MAY BE ILMS NUMBER ON PLAN & PROFILE DRAWEINGS”**
- c. Owner and GC name/ Contact information **(OWNER AND GC)**
- d. Installing Utility Contractor Name/ Contact information & Master Plumber License Number **(UTILITY CONTRACTOR)**
- e. Approved plan and profile drawing number.  
**(Drawing signatures must be less than one year old) (CIVIL ENGINEER/ GC)**

**PER CITY OF HOUSTON ORDINANCE 47-5, NO WORK IN ANY C.O.H RIGHT OF WAY CAN COMMENCE PRIOR TO WRITTEN AUTHORIZATION BY UTILITY OFFICIALS**

**Permit Steps**

1. Obtain Job Number at 1002 Washington Avenue (Taps and Meters Section) by completing the Job Information Form. Forms can be brought in person, or Fax to 832.394.9608, or email to [taptechs@houstontx.gov](mailto:taptechs@houstontx.gov). **Priority will be given to the Walk In Customers. Please have items in the NOTE section above ready for submittal**
  - a. Large Job Number must be assigned before obtaining the Maintenance and Surface Restoration Bonds. Assigned Large Job No. need to be reference in the upper right corner of the bonds as the "COH Job No".
  
1. Plan Analyst will review the submitted documents for accuracy. If all is correct, the Plan Analyst will
  - a. Create a hard copy of a GIMS map showing the location of the Water Main Extension, and Large Job Sheet with project information. Place documents and drawings in Large Job Folder.
  
2. Contractor applies for Water Main Extension Permit with a Plan Analyst by providing:
  - a. Maintenance Bond for 100% job cost and Surface Restoration Bond for 4% of the job cost (see below for bond requirements). Maintenance and Surface Restoration Bonds must be obtained by the Contractor.  
**(UTILITY CONTRACTOR)**
  - b. Inspection Fee (\$408.62 check). **(OWNER)**
  - c. C.O.H. Approved Plan & Profile drawings. "One full size copy and one 8 ½" x 11" copy. (Only drawings needed are the cover sheet, overall sheet, and profile sheets that show detail of work being performed) **(Drawing signatures must be less than one year old) (CIVIL ENGINEER/ GC)**
  
3. Plan Analyst will review the submitted documents for accuracy. If all is correct, the Plan Analyst will:
  - a. Create a water new service (WNS) number in the IPS system to allow CSR to generate invoice.
  - b. Move to the CSR milestones for bond and invoicing
  
4. Taps and Meters CSR will review the customer's hard copies for accuracy. If all is correct, the CSR will :
  - a. Enter Bond Information and link it to the WNS number created by the Analyst.
  - b. Print the Informal Contract Agreement and have the Contractor sign.
  - c. Verify that Informal Agreement, Bonds, Info Sheet, GIMS maps, full size drawings and other COH correspondence is included in the Job folder.
  - d. Print two (2) invoices, place barcode on one (1) of the invoices and instruct the Customer to take the invoices to the Cashier Station to pay for the Inspection fee. Advice that work order will not be released to Contractor until the fee is paid.
  - e. Move the WNS to T&M Review and type work order for Manager review and approval.

**PER CITY OF HOUSTON ORDINANCE 47-5, NO WORK IN ANY C.O.H RIGHT OF WAY CAN COMMENCE PRIOR TO WRITTEN AUTHORIZATION BY UTILITY OFFICIALS**

5. T&M Review for completeness and accuracy.
  - a. If Inspection fee has been paid and Work Order and permit requirements are complete and accurate the work order will be signed off and Release Notice will be fax to the Contractor within 48 hours.
  - b. If Work Order and permit requirements are incomplete or inaccurate, T&M Manager will contact Customer for additional information and place WNS on hold. Once additional information is received the work order will be signed and fax to the contractor within 48 hours.
  - c. A copy of the signed work order and permit requirements will be placed in the Inspectors inbox for pick up.

**Maintenance and Surface Restoration Bond Requirements:**

1. Job Number must be included on the Bond
2. Correct address and work description must be indicated in the project description portion of the bond
3. Bond must be an original – copies or faxes are not acceptable
4. Correction to the bond is not permitted
5. Signatures must be original and less than 30 days old
6. Bond must be sealed
7. Bond amount must be correct
8. Power of Attorney for bonding agent must be included

**Large Job Info Sheet “Application” Example**



**Houston Public Works**  
 Planning and Development Services  
 Utility Analysis / Taps and Meters  
**Large Job Information Sheet**

Project Information Supplied by the Utility Contractor:				
C.O.H. Project Number (Sitework or Building): _____		Plan & Profile Number: _____		
Project Address: _____				
Property Tax ID Number: _____		County: _____		
Description of Work: _____		*License Number: _____		
Meter number / Account number: _____				
FOR MORE INFORMATION REGARDING DOMESTIC ACCOUNTS OR OWNERSHIP CHANGE Please Contact Customer Account Services @ 713.371.1400				
	Representative Name	E-Mail Address	Phone Number	Fax Number
Utility Contractor: (must provide bonds for this job)				
General Contractor:				
Owner / As shown in the Recorded Warranty Deed				
To Be Completed By the City of Houston:				
Job Number: _____		WNS Number: _____		Date: _____ Initials: _____
*Utility Contractor's License Number				



# Houston Public Works

## Planning and Development Services

### Utility Analysis / Taps and Meters

## Water Main Offset

Revision Date: 01/01/19

### NOTE

**To obtain a large job number we require these items “UP FRONT” with your large job number request.**

- a. Large job information sheet “application”

### LARGE JOB INFORMATION SHEET “APPLICATION”

**The items below must be completed on the application for faster processing**

- a. Harris County Appraisal District (HCAD) Number (**OWNER**)
- b. C.O.H. Project number with correct service address for proposed building or sitework (**CIVIL ENGINEER/ GC**)  
**“MAY BE ILMs NUMBER ON PLAN & PROFILE DRAWINGS”**
- c. Owner and GC name/ Contact information (**OWNER AND GC**)
- d. Installing Utility Contractor Name/ Contact information & Master Plumber License Number (**UTILITY CONTRACTOR**)
- e. Approved plan and profile drawing number.  
**(Drawing signatures must be less than one year old) (CIVIL ENGINEER/ GC)**

### Permit Steps

1. Obtain Job Number at 1002 Washington Avenue (Taps and Meters Section) by completing the Job Information Form. Forms can be brought in person, or Fax to 832.394.9608, or email to [taptechs@houstontx.gov](mailto:taptechs@houstontx.gov). **Priority will be given to the Walk In Customers. Please have items in the NOTE section above ready for submittal**
  - a. Large Job Number must be assigned before obtaining the Maintenance and Surface Restoration Bonds. Assigned Large Job No. need to be reference in the upper right corner of the bonds as the “COH Job No”.
2. Plan Analyst will review the submitted documents for accuracy. If all is correct, the Plan Analyst will:
  - a. Create a hard copy of a GIMS map showing the location of the Water Main Offset, and Large Job Sheet with project information. Place documents and drawings in Large Job Folder.

**PER CITY OF HOUSTON ORDINANCE 47-5, NO WORK IN ANY C.O.H RIGHT OF WAY CAN COMMENCE PRIOR TO WRITTEN AUTHORIZATION BY UTILITY OFFICIALS**

3. Contractor applies for Water Main Offset Permit with a Plan Analyst by providing:
  - a. Maintenance Bond (100% Job Cost – see below for bond requirements)  
Surface Restoration Bond for (4% Job Cost – see below for bond requirements). (**UTILITY CONTRACTOR**)
  - b. Inspection Fee (\$408.62 check). (**OWNER**)
  - c. C.O.H. Approved Plan & Profile drawings. “One full size copy and one 8 ½” x 11” copy. (Only drawings needed are the cover sheet, overall sheet, and profile sheets that show detail of work being performed) (**Drawing signatures must be less than one year old**) (**CIVIL ENGINEER/ GC**)
4. Plan Analyst will review the submitted documents for accuracy. If all is correct, the Plan Analyst will:
  - a. Create a water new service (WNS) number in the IPS system to allow CSR to generate invoice.
  - b. Move to the CSR milestones for bond and invoicing
5. Taps and Meters CSR will review the customer's hard copies for accuracy. If all is correct, the CSR will :
  - a. Enter Bond Information and link it to the WNS number created by the Analyst.
  - b. Print the Informal Contract Agreement and have the Contractor sign.
  - c. Verify that Informal Agreement, Bonds, Info Sheet, GIMS maps, full size drawings and other COH correspondence is included in the Job folder.
  - d. Print two (2) invoices, place barcode on one (1) of the invoices and instruct the Customer to take the invoices to the Cashier Station to pay for the Inspection fee. Advice that work order will not be released to Contractor until the fee is paid.
  - e. Move the WNS to T&M Review and type work order for Manager review and approval.
6. T&M Review for completeness and accuracy.
  - a. If Inspection fee has been paid and Work Order and permit requirements are complete and accurate the work order will be signed off and Release Notice will be fax to the Contractor within 48 hours.
  - b. If Work Order and permit requirements are incomplete or inaccurate, T&M Manager will contact Customer for additional information and place WNS on hold. Once additional information is received the work order will be signed and fax to the contractor within 48 hours.
  - c. A copy of the signed work order and permit requirements will be placed in the Inspectors inbox for pick up.



**PER CITY OF HOUSTON ORDINANCE 47-5, NO WORK IN ANY C.O.H RIGHT OF WAY  
CAN COMMENCE PRIOR TO WRITTEN AUTHORIZATION BY UTILITY OFFICIALS**

**Bond Requirements: (Bonds must be typed)**

1. Job Number must be included on the Bond
2. Correct address and work description must be indicated in the project description portion of the bond
3. Bond must be an original – copies or faxes are not acceptable
4. Correction to the bond is not permitted
5. Signatures must be original and less than 30 days old
6. Bond must be sealed
7. Bond amount must be correct
8. Power of Attorney for bonding agent must be included

**Large Job Info Sheet “Application” Example**



**Houston Public Works  
Planning and Development Services  
Utility Analysis / Taps and Meters  
Large Job Information Sheet**

Project Information Supplied by the Utility Contractor:				
C.O.H. Project Number (Sitework or Building): _____		Plan & Profile Number: _____		
Project Address: _____				
Property Tax ID Number: _____		County: _____		
Description of Work: _____		*License Number: _____		
Meter number / Account number: _____				
FOR MORE INFORMATION REGARDING DOMESTIC ACCOUNTS OR OWNERSHIP CHANGE Please Contact Customer Account Services @ 713.371.1400				
	Representative Name	E-Mail Address	Phone Number	Fax Number
Utility Contractor: (must provide bonds for this job)				
General Contractor:				
Owner / As shown in the Recorded Warranty Deed				
To Be Completed By the City of Houston:				
Job Number: _____		WNS Number: _____		Date: _____
				Initials: _____
*Utility Contractor's License Number				



# Houston Public Works

## Planning and Development Services

### Utility Analysis / Taps and Meters

## Water Main Abandonment Permit

Revision Date: 01/01/19

### NOTE

**To obtain a large job number we require these items “UP FRONT” with your large job number request.**

- a. Large job information sheet “application”
- b. Copy of Joint Referral Letter or Letter from Real Estate.  
**NOTE: Abandonments within City of Houston Right-of-Way does not require a JRC letter**

### LARGE JOB INFORMATION SHEET “APPLICATION”

**The items below must be completed on the application for faster processing**

- a. Harris County Appraisal District (HCAD) Number (**OWNER**)
- b. C.O.H. Project number with correct service address for proposed building or sitework (**CIVIL ENGINEER/ GC**)  
**“MAY BE ILMS NUMBER ON PLAN & PROFILE DRAWINGS”**
- c. Owner and GC name/ Contact information (**OWNER AND GC**)
- d. Installing Utility Contractor Name/ Contact information & Master Plumber License Number (**UTILITY CONTRACTOR**)
- e. Approved plan and profile drawing number.  
**(Drawing signatures must be less than one year old) (CIVIL ENGINEER/ GC)**

### Permit Steps

1. Obtain Job Number at 1002 Washington Avenue (Taps and Meters Section) by completing the Job Information Form. Forms can be brought in person, or Fax to 832.394.9608, or email to [taptechs@houstontx.gov](mailto:taptechs@houstontx.gov). **Priority will be given to the Walk In Customers. Please have items in the NOTE section above ready for submittal**
  - a. Large Job Number must be assigned before obtaining the Maintenance and Surface Restoration Bonds. Assigned Large Job No. need to be reference in the upper right corner of the bonds as the “COH Job No”.

**PER CITY OF HOUSTON ORDINANCE 47-5, NO WORK IN ANY C.O.H RIGHT OF WAY CAN COMMENCE PRIOR TO WRITTEN AUTHORIZATION BY UTILITY OFFICIALS**

2. Plan Analyst will review the submitted documents for accuracy. If all is correct, the Plan Analyst will:
  - a. Create a hard copy of a GIMS map showing the location of the Water Main to be abandoned, and Large Job Sheet with project information. Place documents and drawings in Large Job Folder.
3. Contractor applies for Water Main Abandonment Permit with a Plan Analyst by providing:
  - a. Maintenance Bond (100% Job Cost – see below for bond requirements)  
Surface Restoration Bond for (4% Job Cost – see below for bond requirements). (**UTILITY CONTRACTOR**)
  - b. Inspection Fee (\$408.62 check). (**OWNER**)
  - c. C.O.H. Approved Plan & Profile drawings. “One full size copy and one 8 ½” x 11” copy. (Only drawings needed are the cover sheet, overall sheet, and profile sheets that show detail of work being performed) (**Drawing signatures must be less than one year old**) (**CIVIL ENGINEER/ GC**)
4. Plan Analyst will review the submitted documents for accuracy. If all is correct, the Plan Analyst will:
  - a. Create a water new service (WNS) number in the IPS system to allow CSR to generate invoice.
  - b. Move to the CSR milestones for bond and invoicing
5. Taps and Meters CSR will review the customer’s hard copies for accuracy. If all is correct, the CSR will :
  - a. Enter Bond Information and link it to the WNS number created by the Analyst.
  - b. Print the Informal Contract Agreement and have the Contractor sign.
  - a. Verify that Informal Agreement, Bonds, Info Sheet, GIMS maps, full size drawings and other COH correspondence is included in the Job folder. Place documents and drawings in Large Job Folder.
  - c. Print two (2) invoices, place barcode on one (1) of the invoices and instruct the Customer to take the invoices to the Cashier Station to pay for the Inspection fee. Advice that work order will not be released to Contractor until the fee is paid.
  - d. Move the WNS to T&M Review and type work order for Manager review and approval.
6. T&M Review for completeness and accuracy.
  - a. If Inspection fee has been paid and Work Order and permit requirements are complete and accurate the work order will be signed off and Release Notice will be fax to the Contractor within 48 hours.
  - b. If Work Order and permit requirements are incomplete or inaccurate, T&M Manager will contact Customer for additional information and place WNS on hold. Once additional information is received the work order will be signed and fax to the contractor within 48 hours.
  - c. A copy of the signed work order and permit requirements will be placed in the Inspectors inbox for pick up.

**PER CITY OF HOUSTON ORDINANCE 47-5, NO WORK IN ANY C.O.H RIGHT OF WAY CAN COMMENCE PRIOR TO WRITTEN AUTHORIZATION BY UTILITY OFFICIALS**

**Bond Requirements: (Bonds must be typed)**

1. Job Number must be included on the Bond
2. Correct address and work description must be indicated in the project description portion of the bond
3. Bond must be an original – copies or faxes are not acceptable
4. Correction to the bond is not permitted
5. Signatures must be original and less than 30 days old
6. Bond must be sealed
7. Bond amount must be correct
8. Power of Attorney for bonding agent must be included

**Large Job Info Sheet “Application” Example**



**Houston Public Works**  
 Planning and Development Services  
 Utility Analysis / Taps and Meters  
**Large Job Information Sheet**

Project Information Supplied by the Utility Contractor:

C.O.H. Project Number (Sitework or Building): \_\_\_\_\_ Plan & Profile Number: \_\_\_\_\_  
 Project Address: \_\_\_\_\_  
 Property Tax ID Number: \_\_\_\_\_ County: \_\_\_\_\_  
 Description of Work: \_\_\_\_\_ \*License Number: \_\_\_\_\_  
 Meter number / Account number: \_\_\_\_\_

FOR MORE INFORMATION REGARDING DOMESTIC ACCOUNTS OR OWNERSHIP CHANGE Please Contact Customer Account Services @ 713.371.1400

	Representative Name	E-Mail Address	Phone Number	Fax Number
Utility Contractor: (must provide bonds for this job)				
General Contractor:				
Owner / As shown in the Recorded Warranty Deed				

To Be Completed By the City of Houston:

Job Number: \_\_\_\_\_ WNS Number: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

\*Utility Contractor's License Number