

## Process for Obtaining Water Meter Service from Wichita Falls

Obtaining clearance permits may be a complex process. Please follow the steps detailed below to help ensure a smoother process.

<input checked="" type="checkbox"/>	<b>Task</b>	<b>City Department</b>
	1) Ensure that your property has been Platted with the City of Wichita Falls.	Planning 1300 7 <sup>th</sup> , Room 400 (940) 761-7451
	2) If Commercial Property, Plans have to be Pre-Approved by Engineering.	Public Works 1300 7 <sup>th</sup> , Room 402 (940) 761-7477
	3) Obtain a Cost Estimate for the Tap  <u>NOTE:</u> If tap is for a Commercial Property, an approved set of plans MUST be presented to Water Distribution BEFORE an estimate can be given.  <u>NOTE:</u> The Tap Estimate is only valid for <u>90 days</u> . Please be aware of the expiration date(s). If you allow the Tap Estimate to expire, you will have to obtain a NEW one before proceeding any further in the process.	Water Distribution 801 Old Jacksboro Hwy 940-761-7967
	4) Upon receipt of a Cost Estimate stating job cost and detailing work to be performed, initiate the following actions:  <u>If Inside City Limits:</u> Obtain Water Clearance Permit  <u>If Outside City Limits:</u> First, Obtain Out-of-City-Limits Purchase Permit  Second, Obtain Septic Tank Clearance Permit  Finally, Present Out-of-City-Limits Purchase Permit and Septic Tank Clearance Permits to Obtain Water Clearance Permit	Building Inspections 1300 7 <sup>th</sup> , Room 401 (940) 761-7459  -----  Planning 1300 7 <sup>th</sup> , Room 400, (940) 761-7451  Health Department 1700 3 <sup>rd</sup> Street, (940) 761-7820  Building Inspections 1300 7 <sup>th</sup> , Room 401, (940) 761-7459
	5) Pay for Tap and Establish Account.  You Must: a. Present Water Clearance Permit(s) that was obtained from Building Inspections. b. Present Cost Estimate Letter that was obtained from Water Distribution. c. Pay the Total amount listed on the Cost Estimate Letter. d. Establish an Account by Paying the appropriate Deposit amount.*  * For information regarding deposit amounts, please call (940) 761-7414.	Utility Collections 1300 7 <sup>th</sup> , Room 303, (940) 761-7414
	6) The City will then make the requested Tap.  <u>NOTE:</u> Once Utility Collections issues a Work Order for the Tap, tapping operations will start within seven (7) business days. Meters that are larger than two (2) inches and/or special taps, may require longer periods to make the tap, due to additional planning and coordination efforts that are required.	
	7) Once the City has completed the Tap, the Customer is responsible for hiring a Licensed Plumber that is registered with the City of Wichita Falls to connect the houseline to the meter; and have it inspected	Plumbing Inspections 1300 7 <sup>th</sup> , Room 401 (940) 761-7459