



REQUIRED DOCUMENTS FOR NEW SERVICE INSTALLATIONS

For Residential Premises Located Outside the El Paso City Limits

The following is a list of the documents (copies only) required prior to the review of an application for water and/or sewer service connections

- Completed and Signed Application for New Water and/or Sanitary Sewer Service (NI Form A).**
- Certificate of Plat Compliance.** EPWater will require a Certificate of Plat Compliance which can be obtained for a fee through the County of El Paso's Road & Bridge Department, 800 E. Overland Suite 200, phone number 915-546-2015. Depending on the service area, the Road & Bridges Dept. may require additional documents.
- Proposed Utility Service Sketch (NI Form B).** EPWater will accommodate to the proposed water service locations when possible.

For Premises with an existing or proposed On-site Sewage Disposal System (Septic Tank);
Where sewer mains are not available for service.

- On-site Sewage Disposal System Certificate.** Obtained from the El Paso County On-site Sewage Facility Department located at 14612 Greg Dr., phone number 915-855-9664.

PROCEDURES FOR NEW SERVICE INSTALLATIONS

The following are the procedures for new water and/or sewer service connections being installed by El Paso Water:

1. All Customers outside the El Paso City limits must provide a Double Check Valve after the meter for all water service installations.
 2. After an application is received, it will be reviewed for completeness. Once the application is completed, an Installation and Service Contract (ISC) will be generated.
 3. The Customer will then be contacted once the ISC is approved, and provide the contract and charges. Contracts need to be executed and charges paid prior to the service installation. During this time, the Customer should mark locations of all new services with white spray paint or wooden stakes on-site.
 4. EPWater will then acquire the necessary permits from the County of El Paso and/or TxDOT and send the Installation Orders to the Field Crews. For sewer connections, the Customer will need to follow the instructions for a Sewer Tap Installation (NI Doc. #5) available online or through the EPWater New Installations Department.
- Services will be provided in accordance with the current El Paso Water PSB Rules and Regulations.

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