



## REQUIRED DOCUMENTS FOR NEW SERVICE INSTALLATIONS

### For Commercial/Industrial 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 or Sanitary Sewer Service (NI Form A).**
- Official Street Address Form.** EPWater will require an Official Street Address Form, which can be obtained at the County of El Paso's Road & Bridge Dept., 800 E. Overland Suite 200, phone number 915-546-2015. Depending on the service area, the Road & Bridges Dept. may require additional documents.
- Proposed site, grading, utility, and landscaping plans.** EPWater will accommodate to the proposed water service locations when possible.

### For Premises with an On-site Sewage Disposal System (Septic Tank):

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

## PROCEDURES FOR NEW SERVICE INSTALLATIONS

*The following is a list of the procedures for new water or sewer service connections being installed by El Paso Water:*

1. All Commercial/Industrial Customers outside the El Paso City limits must provide a backflow prevention assembly for all water service installations.
  2. Once the application is completed, it will be reviewed for completeness and an Installation and Service Contract (ISC) will be generated.
  3. The Customer will then be contacted and all contracts will be executed and 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 available online or through the EPWater New Installations Department.
  5. For Premises with public sewer available the customer will need to acquire the necessary permits from the County of El Paso. The customer must retain the services of a licensed private plumber to extend the plumbing service line from the premise to the main line in the ROW or easement. (NI DOC.#5)
- Services will be provided in accordance with the current El Paso Water PSB Rules and Regulations.

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