



PUBLIC WORKS PERMIT APPLICATION

Public Works
405-671-2874
4500 N.E. 4th Street
Del City OK 73117

Community Development
405-670-7314
3701 S.E. 15th Street
Del City OK 73115
www.cityofdelcity.gov
permits@cityofdelcity.org

PROPERTY INFORMATION:

Property Address: _____

City: _____ State: _____ Zip: _____

Property Owner Name: _____

Property Owner Address: _____

City: _____ State: _____ Zip: _____

Property Owner Phone: _____

APPLICANT INFORMATION:

****Note: Applicant must have an Active Plumbing License.**

Applicant Name: _____

Applicant Contact Phone: _____ E-Mail: _____

PROJECT INFORMATION:

Start Date: _____ Completion Date: _____

Permit Type: Sewer Water

Short 10ft or less from Main to Meter

Long Over 10ft from Main to Meter

Type of Service:

Domestic Service

Fire

Irrigation

Size of Service:

5/8" or 3/4"

1"

1 1/2"

2"

3"

4"

6"

***For meter sizes larger than 2", taps are to be performed by a utility contractor hired by the applicant and that the contractor must be approved by the Del City Public Works department.*

****For new construction, a sketch of the proposed tap, meter and service locations must be attached unless previously submitted with building permit plans. ****

PROCEDURES FOR NEW OR REPLACING SEWER SERVICE LINE

Installation of a new, or the replacement of an existing sewer service line and associated riser which will require connection to the city main:

Before beginning:

A permit from the city is required and signed acceptance of this contract:

- Call OKIE (800) 522-6543 or 811 on a cell phone.
- Call Sewer Line Maintenance (405) 671-2878.

Concrete, clay and PVC main lines:

Determine an approximate depth of the main by checking the above and below stream manholes.

- Depth of hole: As the digging moves toward the main line, a probe at least 3 feet long will be used, starting two feet above the approximate depth of the top of the sewer main pipe. Hand digging is required within two feet of the sewer main.
- Width of hole: All excavation must meet OSHA standards. The width of the hole must expose three feet of sewer main on either side of the riser.
- City main connection issues: Whereas any portion of sewer main or riser is unsuitable for (re)attaching the service line to the sewer main the contracted party must continue to expose the sewer main until a suitable portion is found for relocating the service connection (sewer tap done by city personnel). Tar or other similar products may **not** be used to attach a saddle to the sewer main.
- Care of city main: Sewer mains with any exposed openings or discrepancies (i.e. cracks, broken pipe, etc.) must be secured in a manner to maintain continual functionality and security by the contracted party until such time (not to exceed 30 days) it will be addressed. Contact Sewer Line Maintenance personnel as soon as any discrepancies are found.

Before backfilling

Prior to backfilling an inspection is required. Any abandoned or unusable service connection must be sealed as close as possible to the sewer main by the contracted party and must also pass inspection.

End of each day

If the work cannot be completed at the end of the day all occupied residence will be temporary reconnected by the contracted party till the work can be resumed.

I understand the aforementioned procedures _____ (initial).

APPLICANT SIGNATURE

DATE

Procedures for Establishing Water Service for New Construction

1. Plumbing Contractor obtains a Public Works (Water Tap) Permit from the Permit Desk in Community Services.
2. Responsible party establishes a service account by coming in to Utility Billing.
 - a. Complete an application for new service and paying any applicable deposits and fees. This account will be a Construction Water account. The account holder must be the property owner or the holder of the Building Permit and will remain responsible for all charges until a permanent utility account is established.
 - b. Deposit Fees: \$120.00 and Application Fees: \$25.00
3. Upon receiving notification an account has been established, Water Line Maintenance will contact the Plumbing Contractor to make arrangements regarding the tap.
 - a. For meter sizes larger than 2", taps are made by qualified contractors hired by the Plumbing Contractor and approved in advance by the Director of Public Works. **Water Line Maintenance must witness these taps.**
4. Permanent utilities must be established before new construction is occupied. A utility authorization or Certificate of Occupancy from the Community Service Department is required.

For additional information, please contact:

- Permits and Inspections – (405) 671-2814
- Utility Billing (New Accounts) – (405) 671-2820
- Planning (Business Occupancy) – (405) 670-7314

I understand the aforementioned procedures _____ (initial).

APPLICANT SIGNATURE

DATE