

City of Georgetown
Capacity Check Information and Overview for a New Water Tap or Wastewater Tap
for a Residential Single Family Dwelling, Duplex, Agriculture Use Only or Irrigation Meter Tap

*****For subdivision of property or more than one meter/tap, please use the Utility Evaluation Form*****

For properties located inside the ETJ of the City of Georgetown, additional development requirements may be applicable.

New Utility Connections for Water Service:

Georgetown Utility Systems provides a Capacity Check service to assist builders and home owners in identifying possible service connections and/or any constraints that may be associated with providing service to a **Residential Single Family Dwelling, Duplex, Agriculture Use or Irrigation System**. The Capacity Check can assist builders and/or homeowners in understanding the process and potential costs involved in servicing a property.

Costs for a standard ¾" Water Meter Connection (includes meter):

Impact Fee - ¾" Water Meter	\$6921.00 (Effective 10.1.2018 per Ord 2018-48)
Connection Fee - ¾" Water Meter	\$500.00
Engineering Inspection Fee for Tap	\$500.00 per Dwelling Unit
Technology Fee	\$10.00
CSI Processing Fee (outside ETJ only)	\$75.00
Plumbing Permit (inside ETJ only)	\$150.00

Approval and Payment

Capacity for a project is reserved when Impact Fees are paid. Capacity for the project is guaranteed when the project receives Final Plan or Plat approval. **Real Estate Agents: Please note capacity is not guaranteed until impact fees are paid and the project has received Final Plan or Plat approval.**

What's next after Capacity is approved by Georgetown Utility Systems Engineering Department?

Please see Utility Connect Process that applies to project (either inside ETJ or Outside ETJ)

UTILITY CONNECT PROCESS FOR AREAS OUTSIDE ETJ:

Requirements and Process for New Construction of a Single Family Home, Agriculture Use Only, Mobile Home, or Well to Water for areas outside of our ETJ:

Requirements:

- Approved Capacity Check
- Impact Fees to be paid
- Tap Installed by Customer and Inspected by City
- Water Meter Verification
- Double Check Backflow Preventer/RPZ installed
- CSI Inspector or State Licensed Plumbing Inspector hired by customer
- Customer Service Inspection Report and Backflow Test Report uploaded to:
www.vepollc.com

Process:

1. Submit Capacity Check application, plot plan or survey indicating location of proposed meter to the Permitting Department online at www.mygovernmentonline.org
2. Capacity Check application is reviewed by Georgetown Utility Systems Engineer. Please allow ten business days for review.
3. Once capacity is reviewed and approved, you will receive notification via email and www.mygovernmentonline.org. Fees are due upon receipt. You may pay them at www.mygovernmentonline.org or in person at 300-1 Industrial Ave, Georgetown Texas 78626
4. Complete installation of tap and request the tap inspection online at www.mygovernmentonline.org. This is your responsibility. The City of Georgetown does not construct the tap, we only inspect the tap construction.
5. Once water tap inspections are complete, plumber will pick up water meter at Georgetown Utility Systems Customer Care Center and construct water service line.
6. The applicant/builder will have a plumber set the water meter at the correct address location within five (5) business days and notify the City of Georgetown immediately that the water meter number is set at the correct address. This will be accomplished by a qualified professional sending an e-mail to the City's Customer Care Center at DAS@georgetown.org. A qualified professional may be either:
 - A **TCEQ** Registered Customer Service Inspector (**CSI**), or
 - A **TSBPE** Plumber with a **Water Supply Protection Specialist** Endorsement or a Licensed Plumbing Inspectors

An example of this notification of what is currently being performed is shown below:

From: Plumbing Company.com
Sent: Wednesday, March 22, 2017 11:33 AM
To: DAS <DAS@georgetown.org>
Subject: 613 Sierra Mar **Water meter # 10721122**

7. When the water meter is set, a **Double Check Backflow Preventer** shall be installed between the water meter and the structure, typically right after the meter in order to protect the public water supply from any type of cross contamination from the property that is being served. If it is for a commercial installation, an **RPZ** for high hazard will be required past the water meter to ensure that no cross contamination occurs to the public water supply.
8. Plumbing inspections for the home will need to be by a qualified, professional CSI Inspector or Licensed Plumbing Inspector to perform the necessary inspections. The applicant/builder will hire their own qualified, professional CSI Inspector or Licensed Plumbing Inspector to perform the necessary inspections. The completed **Customer Service Inspection (CSI)** form shall need to be provided to the City of Georgetown's Building Inspection Department by the customer/builder who secured the new Capacity Check/New Water Utility Connection. The completed form can be uploaded into www.vepollc.com
9. After both forms are uploaded to VEPO:
builder will request the CSI Final Inspection and Backflow Test Report Inspection. Staff will review that the water meter has been verified and the CSI Report and Backflow report are acceptable.
10. Once the CSI Inspection and Backflow Test results are completed and all fees have been paid, the project will be released to transfer utilities.

UTILITY CONNECT PROCESS FOR AREAS INSIDE ETJ:

Process for New Residential Single Family, Well to Water, Agriculture and Existing Structures, including Mobile Homes inside the ETJ of the City of Georgetown:

1. Submit Capacity Check application, plot plan or survey and a floor plan indicating plumbing fixtures (if applicable) to the Permitting Department online at www.mygovernmentonline.org
2. Capacity Check application is reviewed by Georgetown Utility Systems Engineer. Please allow ten business days.
3. Once reviewed for capacity & approved, you will receive notification via email and www.mygovernmentonline.org. Fees are due upon receipt. You can pay them at www.mygovernmentonline.org or in person at 300-1 Industrial Ave, Georgetown Texas 78626
4. Complete installation of tap and request the tap inspection online at www.mygovernmentonline.org. This is your responsibility. The City of Georgetown does not construct the tap, we only inspect the tap construction.
5. Once water tap inspections are complete, plumber will pick up water meter at Georgetown Utility Systems Customer Care Center and construct water service line.
6. Apply for a Plumbing Permit (must be done by a licensed plumber **) or a Homeowner may apply if they use the Homeowners Exemption Form (must be notarized) and pay applicable fees of \$160.00 at www.mygovernmentonline.org.
7. Complete required inspections as listed below pertaining to type of project.
8. If Irrigation is being installed, a licensed irrigator will need to request an irrigation permit under main permit number.

Inspections needed inside the ETJ:

For **Well to Water & Mobile Homes**, the following must be requested via www.mygovernmentonline.org:

- Tap Inspection & BacT Inspection
- Waterline (from meter to house)
- Required Backflow Device Test Report
- Irrigation Backflow Device Test Report
- Water Meter Verify
- Plumbing Final Inspection

For **Agricultural Use Only**, the following must be requested via www.mygovernmentonline.org:

- Tap Inspection & BacT Inspection
- Required Backflow Device Test Report
- Irrigation Backflow Device Test Report
- Water Meter Verify
- Plumbing Final Inspection

For **Single Family Dwelling**, the following must be requested via www.mygovernmentonline.org:

- Tap Inspection & BacT Inspection
- Plumbing Drain Waste and Vent, water line, water meter verify
- Plumbing Pre-Pour
- Plumbing Top Out
- Plumbing Final
- Irrigation Final (if applicable)
- Required Backflow Device Test Report (if applicable)
- Irrigation Backflow Device Test Report (if applicable)



FAQ:

When can I pick up the water meter?

Water meters will not be released until the following is completed:

- All fees are paid
- Plumbing Tap Inspection has been completed and passed

Who Constructs the Water and/or Wastewater Tap ?

The property owner is responsible for constructing the infrastructure and the tap for the water and/or wastewater service. Georgetown Utility Systems does not install the tap.

Approval and Payment

Capacity for a project is reserved when Impact Fees are paid. Capacity for the project is guaranteed when the project receives Final Plan or Plat approval. Real Estate Agents: Please note capacity is not guaranteed until impact fees are paid and the project has received Final Plan or Plat approval.

Where do I get the ¾" water meter?

¾" water meters are available at the Georgetown Utility Systems Customer Care Center, located at 300 Industrial Ave., Georgetown, TX 78626. Water meters will only be released to a licensed plumber.

How do I install a water tap without a meter?

See Water Service Details included in capacity check packet

What is a Bacteriological Test and who does them?

Bacteriological water testing is used for the detection and identification of:

- Total Coliform in Water
- E.coli in Water and Wastewater

You will need to contact a 3rd party lab for the bacteriological test. Ask your plumber or utility installer for recommendations.

What happens if no final plumbing inspection, CSI Report, or Backflow Test Report is provided to the City?

Permanent water and/or wastewater service and the setting of a permanent water meter require the successful passing of a Final Plumbing Inspection or the receipt of a CSI inspection report/Backflow Test Report. Water meters set or water and/or wastewater service provided prior to passing this inspection are considered temporary services, and are subject to disconnection without notice.

How much is the Water Meter **outside of ETJ?**

Costs for a standard ¾" Water Meter Connection (includes meter) **outside of ETJ:**

Impact Fee - ¾" Water Meter	\$6921.00
Connection Fee - ¾" Water Meter	\$500.00
Engineering Inspection Fee for Tap	\$500.00 per Dwelling Unit
Technology Fee	\$10.00
CSI Processing Fee	\$75.00

How much is the Water Meter inside the ETJ?

Costs for a standard ¾" Water Meter Connection (includes meter) inside of ETJ:

Impact Fee - ¾" Water Meter	\$6921.00
Connection Fee - ¾" Water Meter	\$500.00
Engineering Inspection Fee for Tap	\$500.00 per Dwelling Unit
Technology Fee	\$10.00
Plumbing Permit	\$150.00

Who will be responsible for verifying and notifying the City of Georgetown's Customer Care Center that the correct water meter with number is set and located at the correct address for addresses outside of the ETJ?

The applicant/builder will have a plumber set the water meter at the correct address location within five (5) business days and notify the City of Georgetown immediately that the water meter number is set at the correct address. This will be accomplished by a qualified professional sending an e-mail to the City's Customer Care Center at DAS@georgetown.org. A qualified professional may be either:

- A TCEQ Registered Customer Service Inspector (CSI), or
- A TSBPE Plumber with a Water Supply Protection Specialist Endorsement or a Licensed Plumbing Inspectors

An example of this notification of what is currently being performed is shown below:

From: Plumbing Company.com
Sent: Wednesday, March 22, 2017 11:33 AM
To: DAS <DAS@georgetown.org>
Subject: 613 Sierra Mar Water meter # 10721122

Who can perform a Customer Service Inspection (CSI) for projects outside of the ETJ?

Applicants/Builders can hire a **TCEQ** licensed **CSI Inspector** or a **TSBPE Plumbing Inspector** or a Plumber licensed by the State of Texas with a Water Supply Protection Specialist Endorsement to perform the **CSI inspection**. Once the **CSI** form is completed the **CSI** report will need to be uploaded via www.vepollc.com for review and verification of compliance prior to final utility turnover and new utility account to buyer. Applicants/Builders can contact **TCEQ** to find a current **CSI** license holder or **TSBPE** to locate a **Licensed Plumbing Inspector** or a **Water Supply Protection Specialist** to perform the **CSI** inspection and complete the report. Here are some links to **TCEQ** and **TSBPE** that can be accessed in order to find an individual licensed to perform the **CSI** inspection.

Customer Service Inspector Licenses –

<http://www.tceq.texas.gov> - TCEQ Occupational License – Search “Individual Licenses”

Plumbers with a Water Supply Protection Specialist Endorsement or Licensed Plumbing Inspectors -

<http://www.tsbpe.state.tx.us/> - Search – “License/Registration”

Who will be responsible for providing the *Customer Service Inspection (CSI)* form to the City of Georgetown's Building Inspection Department and how can it be provided for areas outside of the ETJ?

The CSI Inspector will need to upload the report into www.vepollc.com.
Once uploaded-The Applicant/Builder will need to schedule the inspections on their www.mygovernmentonline.org account.

Will a *Double Check Backflow Preventer* be required at the water meter of each building project for areas **outside of the ETJ?**

Yes. When the water meter is set, a *Double Check Backflow Preventer* shall be installed between the water meter and the structure, typically right after the meter in order to protect the public water supply from any type of cross contamination from the property that is being served. If it is for a commercial installation, an **RPZ** for high hazard will be required past the water meter to ensure that no cross contamination occurs to the public water supply.

Will a *Double Check Backflow Preventer* be required at the water meter of each building project for areas **inside of the ETJ?**

Yes if it is a well to water, existing building, agriculture use only, mobile home, or an irrigation system.

When the water meter is set, a *Double Check Backflow Preventer* shall be installed between the water meter and the structure, typically right after the meter in order to protect the public water supply from any type of cross contamination from the property that is being served. If it is for a commercial installation, an **RPZ** for high hazard will be required past the water meter to ensure that no cross contamination occurs to the public water supply.

Is a *Utility Backflow Cross-Connection Test Report* required for all *Double Check Backflow Preventers* and **RPZs that are installed?**

Yes. Once the CSI inspection is performed and the *Double Check Backflow Preventer* is tested, the tester and CSI inspector will upload the completed reports to www.vepollc.com. The builder will then schedule the inspections on their www.mygovernmentonline.org account.

***** If this form is NOT received before the end of the project the water utility account transfer will not be made to the new owner and will stay in the Builder's name who will be responsible for the payment of the water utility bill.**

What is a *Utility Backflow Cross-Connection Testing and Maintenance Report*?

This is a report that is completed by a Licensed Backflow Prevention Assembly Tester by TCEQ.

What is a *Water Supply Protection Specialist*?

This is a person who holds an endorsement issued by the board to engage in:

(A) Customer Service Inspections CSI as defined by rule of the Texas Commission on Environmental Quality (TCEQ); and B) the installation, service, and repair of plumbing associated with the treatment, use, and distribution use of rainwater to supply a plumbing fixture or appliance.

What is a *Double Check Backflow Preventer*?

A double check valve or double check assembly (DCA) is a backflow prevention device designed to protect water supplies from contamination.

What is a **RPZ?**

A reduced pressure zone device (RPZD, RPZ, or RPZ valve) is a type of backflow prevention device used to protect water supplies from contamination.

What is TCEQ? Texas Commission on Environmental Quality

What is TSBPE? Texas State Board of Plumbing Examiners.

How do I contact the City of Georgetown Utility Engineering Department? Email: engineering@georgetown.org

How do I know if I am inside the City Limits, ETJ, or Outside the ETJ? Visit <https://maps.georgetown.org/interactive-maps/>



NEW UTILITY CONNECTION REQUEST (New Tap)

Capacity Check for Residential Single Family 1&2 Family Dwelling/Agricultural Use Only/Irrigation Meter

Required documents: Survey or Plot Plan with LEGAL DESCRIPTION and Williamson County Appraisal District R Number on it.

Project is located: <input type="checkbox"/> Inside City Limits <input type="checkbox"/> Outside City Limits within ETJ <input type="checkbox"/> Outside of the ETJ/Western District (Chisholm)			
Project Address:			Zip Code:
Subdivision(Legal Description):	Section:	Block:	Lot:
Williamson County Appraisal District R#			
Contact Info			
Owner of Property:		Phone:	Email:
Mailing Address:		City:	State: Zip:
Proposed Utility Connection			
<input type="checkbox"/> Water: <input type="checkbox"/> 3/4" <input type="checkbox"/> 1" <input type="checkbox"/> 1.5" <input type="checkbox"/> 2" <input type="checkbox"/> Other:		Number of Meters Needed:	<input type="checkbox"/> Waste Water <input type="checkbox"/> Cut over from septic
Describe Work			
<input type="checkbox"/> New Residential Construction	<input type="checkbox"/> Mobile Home	<input type="checkbox"/> Well to City Water	<input type="checkbox"/> Irrigation Meter <input type="checkbox"/> Agricultural Use Only <input type="checkbox"/> Meter Upsize/Other
Intended Use/Special Notes:			
Current Utility Details (if applicable)			
Current Water Provider: <input type="checkbox"/> COG <input type="checkbox"/> Western District (Chisholm) <input type="checkbox"/> Well/Other		Current Water Mtr Size: <input type="checkbox"/> 3/4" <input type="checkbox"/> 1" <input type="checkbox"/> 1.5" <input type="checkbox"/> 2" <input type="checkbox"/> Other:	Current Wastewater Provider: <input type="checkbox"/> COG <input type="checkbox"/> Other:
Is there a water meter tap present now (meter box)? <input type="checkbox"/> Yes or <input type="checkbox"/> No			
ACKNOWLEDGMENT OF UTILITY CONNECT PROCESS AND PROCEDURE			
<p>I have received and read the Capacity Check Information/ Overview packet and understand that I must meet all the requirements for installing a new tap. I understand Permanent water and/or wastewater service and the setting of a permanent water meter require the successful passing of a Final Plumbing Inspection and/or providing a Customer Service Inspection Report (CSI). Water meters set or water and/or wastewater service provided prior to passing this inspection are considered temporary services, and are subject to disconnection without notice.</p>			
Signature of Property Owner		Printed Name	
Date		Date	
Property Owner/ Agent Authorization			
<p>Notice: Please allow up to ten (10) business days for review (in most cases) If there is additional information needed, we will contact you.</p> <p>Property Owner Consent/Agent Authorization: By my signature, I hereby affirm that I am the property owner of record, or if the applicant is an organization or business entity, that authorization has been granted to represent the owner, organization or business in this application. I certify that the preceding information is complete and accurate, and it is understood that I agree to the application being requested for this property. Additionally, my signature below indicates my awareness of the fee required at the time of the application submittal and any additional fees as noted in the City's fee schedule. This fee is non-refundable even in the event of application withdrawal. I have the power to authorize and hereby grant permission for City of Georgetown officials to enter the property on official business as part of the application process.</p>			
Signature of Contractor or Authorized Agent		Printed Name	
Date		Date	
Signature of Property Owner		Printed Name	
Date		Date	

Please apply online at www.mygovernmentonline.org and upload this form along with required survey/plot plan/map.

Please allow ten (10) business days for engineers review.

For any questions, please contact: permits@georgetown.org