



**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	\$11,000.00 (effective 10.1.2023)
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)	\$100.00
Plumbing Permit (inside ETJ only)	\$200.00

**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?**

Payment must be made within ninety days (90)

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 Project Number
- Paid impact fees
- Tap Installed by Customer and Inspected by City
- Customer Request Water meter to be set via [mgoconnect.org](http://mgoconnect.org)
- Double Check Backflow Preventer/RPZ installed
- CSI Inspector or State Licensed Plumbing Inspector hired by customer
- Customer Service Inspection Report and Backflow Test Report completed at [vepollc.com](http://vepollc.com) and copies of the completed reports are uploaded to project number at [www.mygovernmentonline.org](http://www.mygovernmentonline.org).
- Applicant must request required inspections at [www.mygovernmentonline.org](http://www.mygovernmentonline.org)



#### Process:

1. Submit Capacity Check application, plot plan or survey indicating location of proposed meter online at [www.mygovernmentonline.org](http://www.mygovernmentonline.org)
2. Capacity Check application is reviewed by Georgetown Utility Systems Engineer. Please allow twenty business days for review.
3. Once capacity is reviewed and approved, you will receive notification via email and [www.mygovernmentonline.org](http://www.mygovernmentonline.org). Fees are within ninety (90) days. You may pay them at [www.mygovernmentonline.org](http://www.mygovernmentonline.org)
4. After impact fees are paid, please apply online for a Utility Connect Application and pay connection and engineering inspection fees.
5. Complete installation of tap and request the tap inspection online at [www.mygovernmentonline.org](http://www.mygovernmentonline.org). This is your responsibility. The City of Georgetown does not construct the tap, we only inspect the tap construction.
6. Once water tap inspections are complete, customer will request water meter to be set via [www.mgoconnect.org](http://www.mgoconnect.org)
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 or engineer directed**, an **RPZ** for high hazard will be required past the water meter to ensure that no cross contamination occurs to the public water supply. The backflow flow test report will need to be completed at [vepollc.com](http://vepollc.com) by the licensed backflow tester. A copy of the completed backflow test report at [vepollc.com](http://vepollc.com) will need to be uploaded to the project files at [mygovernmentonline.org](http://mygovernmentonline.org)
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 be completed at [vepollc.com](http://vepollc.com) by the Customer Service Inspector and a copy of the completed report uploaded to the project files at [mygovernmentonline.org](http://mygovernmentonline.org) by the customer/builder who secured the new Capacity Check/New Water Utility Connection.
9. After both reports are completed at [vepollc.com](http://vepollc.com) and copies of reports are uploaded to the application via the customer portal at [www.mygovernmentonline.org](http://www.mygovernmentonline.org), the 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.

#### FAQ:

##### 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.

##### How do I install a water tap without a meter?

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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	\$11000.00
Connection Fee - ¾" Water Meter	\$500.00
Engineering Inspection Fee for Tap	\$500.00 per Dwelling Unit
Technology Fee	\$10.00
CSI Processing Fee	\$100.00

### 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 sent to the Building Inspections Department via [www.mygovernmentonline.org](http://www.mygovernmentonline.org) 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 completed **Customer Service Inspection (CSI)** form will need to be completed at [vepollc.com](http://vepollc.com) and a copy of the completed report will need to be provided to the City of Georgetown’s Building Inspection Department by the builder who secured the new Water Utility Connection. A copy of the completed report must be uploaded into

[www.mygovernmentonline.org](http://www.mygovernmentonline.org)



**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 or engineer directed, 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.** A test report shall be completed at vepollc.com and a copy of the completed report will need to be uploaded to the project files at mygovernmentonline.org. Once the CSI inspection is performed and the *Double Check Backflow Preventer* is tested, The CSI inspector and the backflow tester will complete reports at vepollc.com and applicant must upload a copy to the project files at [www.mygovernmentonline.org](http://www.mygovernmentonline.org).

**\*\*\* 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](mailto: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, Williamson County Appraisal District R Number, Proposed Water Meter Location, Size of Water Meter, and Required Domestic Backflow Device shown on Survey or Map**

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			
I am aware a domestic backflow device will be required to be installed and tested. I understand the backflow test report shall be completed within thirty days for the date of the water meter request. I understand it is my responsibly to notify the city by requesting the inspection to back flow test report is complete at <a href="http://www.vepollc.com">www.vepollc.com</a> <input type="checkbox"/> I understand			
ACKNOWLEDGMENT OF UTILITY CONNECT PROCESS AND PROCEDURE			
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), Installing a Required Domestic Backflow Device and submitting the test report by a licensed backflow tester online at <a href="http://www.vepollc.com">www.vepollc.com</a> . 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 if a CSI Inspection and Backflow test report is not provided at <a href="http://vepollc.com">vepollc.com</a>			
Signature of Property Owner		Printed Name	Date
Property Owner/ Agent Authorization			
<b>Notice: Please allow up to ten (20) business days for review (in most cases) If there is additional information needed, we will contact you.</b>			
<b>Property Owner Consent/Agent Authorization:</b> 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.			
Signature of Contractor or Authorized Agent		Printed Name	Date
Signature of Property Owner		Printed Name	Date

Please apply online at [www.mygovernmentonline.org](http://www.mygovernmentonline.org) and upload this form along with required survey/plot plan/map.

Please allow ten (20) business days for engineer's review.

Apply online at [www.mgoconnect.org](http://www.mgoconnect.org)

For questions regarding capacity checks, please email [engineering@georgetown.org](mailto:engineering@georgetown.org)