



PUBLIC WORKS PERMIT APPLICATION

Public Works
405-671-2874
4500 N.E. 44th Street
Del City OK 73117

Community Development
405-670-7314
3701 SE 15th Street
Del City OK 73115
www.cityofdelcity.com
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 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. ****

I have read and understand the provided procedures and agree to follow the requirements set by the City of Del City. Any violations to said procedures will be corrected at my expense to bring into proper compliance.

Applicant Signature

Date

Mandatory procedures for new installation, repair to, or replacement of an existing sewer service line

- A permit from the city is required before any excavation is started.
- Call OKIE811 (800) 522-6543 or 811 on a cell phone.
- Call Sewer Line Maintenance (405) 671-2878.

Excavation to a city sewer main:

All sewer main taps are to be done by city personnel only.

Tar or other similar products may not be used to attach a saddle to the sewer main.

Any sewer service connection that is electrically fused to a city main must be the point of reattachment at the riser when repairing or replacing any sewer service line. Contact the sewer line maintenance office for information regarding connection prior to beginning work.

When city personnel are required to enter an area excavated by a contracted party to inspect any damage or cut a tap on the city main, it is the contracted party's responsibility to expose the area around the sewer riser two feet in all directions and expose three feet of sewer main.

When the sewer service is disconnected from the city main for repair, the active portion of line must be temporarily sealed when repairs are being done. A temporary connection to the sewer main must be made to allow continuing service when repairs are inactive up to four hours or longer until repairs can be completed.

All "OKIE811" and "OSHA" laws apply to excavation. All work initiated by a contracted party associated with the excavation, shoring, backfilling, and settling issues is the responsibility of the contracted party.

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 15 days) to be addressed by city personnel.

Contact Sewer Line Maintenance personnel (405-671-2878) as soon as any discrepancies are found. At this point do not dig deeper than halfway down the side of the sewer main.

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.

Any deviation or non-conformance to these procedures can result in fines and penalties.

Code of Ordinance Chapter 22 - Appendix A - Article 3 – Section 6

https://library.municode.com/ok/del_city/codes/code_of_ordinances?nodeId=PTIICORR_APXAREMUSEAU_ART3SE

• Section 6. - Backflow prevention.

For new sewer connections, backflow prevention shall be provided as required in the City's adopted plumbing code. For existing connections, backflow connection shall be provided as would be required in the city's adopted plumbing code for new connections anytime substantial repairs are made to the service lines or anytime a claim is filed with the City or the Authority for a loss occurring due to sewer backup.

Backflow preventers are the responsibility of the property owner and must be adequately maintained and serviced or replaced as needed.

(Res. No. 08-15-11B, 8-15-11)

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 into the Utility Billing Department.

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. **Waterline must witness these taps.**

4. Permanent utilities must be established before new construction is occupied. **A utility authorization or Certificate of Occupancy from the Permits Office is required.**

For additional information, please contact:

- Permits and Inspections – (405) 670-7314
- Utility Billing (New Accounts) – (405) 670-7320
- Planning (Business Occupancy) – (405) 670-7312