

David VanLuven
Town Supervisor

Paul Penman, P.E.
Commissioner of Public Works

TOWN OF BETHLEHEM

Albany County - New York

DEPARTMENT OF PUBLIC WORKS

445 DELAWARE AVENUE
DELMAR, NEW YORK 12054
(518) 439-4955 option 4
Fax: (518) 439-5808



Water Permit Application Process

Water Connection & Repair Permits

- Applications for connections or terminations to the Town water system must be made in writing on the Town water permit application form which is available on the Town website. Application forms must be submitted by the property owner or their authorized representative to DPW at least 30 days prior to the proposed connection/termination.
- For **Emergency repairs to existing water service lines**, please contact the water department for a repair permit. The water application form is required for emergency repairs to an existing water service. Insurance and inspection requirements for repairs are the same as listed for new water connections. Repair permits will be issued immediately.
- Any contractor or other party performing any work in connection with the construction of a water main or water service must be approved by the department, and said Contractor or other party must have on file with the Department an Owner's and Contractor's protective liability insurance policy naming the Town of Bethlehem and Water District Number 1 as additional insureds, in the following amounts:
 - Bodily injury - \$2,000,000.00 (Two Million) each incident
 - Property Damage - \$100,000.00 (One hundred thousand)

No permit will be issued without a current insurance certificate on file with the Town of Bethlehem Water Department.

- Once the application has been reviewed and approved by the Commissioner or Town Engineer, you will be notified that your permit is ready to be picked up.
- Payment for the permit is due when the permit is picked up.
- Work may commence **only** after the issuance of the permit.
- For new or modified construction, the water service permit must be issued prior to the issuance of the building permit.
- For Taps under 2", the service line must be run from the structure being served to the property line prior to the Town installing the tap and curb box. The Town will connect the homeowner's side to complete the water service connection.
- No tapping or water service installation will be done before April 1 or after November 1 unless specifically authorized in writing by the Department.
- The Department requires an inspection of all work performed before the trench is closed: if such trench is closed, the applicant, contractor and/or owner may be made to uncover the lines for inspection. Call the Department at (518) 439-4955 to schedule a water service line inspection. Inspections must be called in by 2:30PM.
- The permit fee includes one (1) inspection and one (1) meter installation appointment. If additional inspections or appointments are required, a service call fee for each will be added to the account.
- <https://ecode360.com/8993771>
- <http://www.townofbethlehem.org/720/Water-Rent-Permit-Testing-Fees#WaterPermits>



TOWN OF BETHLEHEM

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 Department of Public Works – Room 203
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APPLICATION FOR WATER SERVICE/METER INSTALLATION - BETHLEHEM WATER DISTRICT

The undersigned permittees agree that all work performed thereunder will be made pursuant to law and in accordance with all of the conditions, regulations and insurance requirements required by the Town of Bethlehem Department of Public Works.

PROPERTY OWNER INFORMATION	EXCAVATION CONTRACTOR INFORMATION
PARCEL ID: _____ OWNER NAME: _____ PROPERTY ADDRESS: _____ CITY, STATE, ZIP: _____ CONTACT PHONE #: (_____) _____ - _____ BILLING ADDRESS: _____ (if different) _____ ★ Do not use lot numbers; house numbers only must be used for permits	CONTACT NAME: _____ CONTACT PHONE #: (_____) _____ - _____ COMPANY NAME: _____ COMPANY ADDRESS: _____ CITY, STATE, ZIP: _____ BUSINESS PHONE #: (_____) _____ - _____ ★ Liability insurance must be on file with the Water Department or accompany this application. See Water Code on Town website for limit requirements
TYPE & USE OF HOME/BUILDING	TYPE OF PERMIT & SERVICE REQUESTED
<input type="checkbox"/> SINGLE FAMILY HOME <input type="checkbox"/> MULTI-FAMILY HOME HOW MANY UNITS IN MULTI-FAMILY HOME: _____ ★ ALL COMMERCIAL & INDUSTRIAL WATER SERVICES REQUIRE BACKFLOW ★ <input type="checkbox"/> COMMERCIAL BUILDING TYPE OF COMMERCIAL USE: _____ WILL THERE BE A FIRE SUPPRESSION SYSTEM: <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WET OR DRY SYSTEM: <input type="checkbox"/> WET <input type="checkbox"/> DRY IF WET, PLEASE PROVIDE PLANS SHOWING WATER ENTRANCE DETAILS <input type="checkbox"/> INDUSTRIAL BUILDING TYPE OF INDUSTRIAL USE: _____	<input type="checkbox"/> TAP & METER (TOWN TO INSTALL TAP ON MAIN – 2" & UNDER) SERVICE SIZE: _____ PIPE MATERIAL: <input type="checkbox"/> COPPER <input type="checkbox"/> HDPE DISTANCE OF BUILDING FROM PROPERTY LINE: _____ ★ ALL SERVICE LINES OVER 200FT REQUIRE A METER PIT SIZE OF METER: _____ LOCATION OF METER: <input type="checkbox"/> BASEMENT <input type="checkbox"/> UTILITY ROOM <input type="checkbox"/> METER PIT <input type="checkbox"/> OTHER: _____ ★ ALL METER PITS ARE OWNED & MAINTAINED BY PROPERTY OWNER <input type="checkbox"/> TAP INSPECTION PERMIT (CONTRACTOR TO INSTALL TAP – 3" OR LARGER) <input type="checkbox"/> METER ONLY – SIZE OF METER: _____ <input type="checkbox"/> PERMANENT WATER TERMINATION (METER MUST BE RETURNED) <input type="checkbox"/> TEMPORARY WATER TERMINATION NOTE: This permit fee includes 1 inspection. A service call fee will be charged for each additional inspection.
OWNER AGREEMENT	LARGE SERVICE & METER INFORMATION – METERS LARGER THAN 2"
<u>In consideration of the granting of this permit, the undersigned agrees:</u> *To accept and abide by all provisions of the Town Sewer Code, local laws or regulations of the Town of Bethlehem, now in existence or that may be adopted in the future. A copy of the Water Code may be obtained on the Public Works Water Division page of the Town website. *To maintain the service at no expense to the Town *To accept the responsibility for the satisfactory completion of work and hold harmless the Town of Bethlehem, its agents and employees in the event of any loss or damage that may be directly or indirectly be occasioned by said installation. Signed by Owner: _____ Printed Name: _____ Date: _____	★ METERS LARGER THAN 2" ARE OWNED & MAINTAINED BY THE PROPERTY OWNER AT THEIR EXPENSE & TAPPED BY PRIVATE CONTRACTOR. TOWN INSPECTOR MUST BE ON SITE DURING TAPPING PROCEDURE LARGE METER LOCATION: <input type="checkbox"/> HOT BOX <input type="checkbox"/> BASEMENT <input type="checkbox"/> UTILITY ROOM <input type="checkbox"/> OTHER: _____ INDUSTRIAL/COMMERCIAL WATER SERVICE – BACKFLOW REQUIRED APPLICATION SUBMITTED: <input type="checkbox"/> YES DATE: _____ ★ IF USING AN OUTSIDE CONTRACTOR FOR WATER TAP – INSURANCE FOR THAT CONTRACTOR MUST BE PROVIDED WITH APPLICATION

(Portion below to be completed by Town staff)

PERMIT REVIEW APPROVAL	FOR OFFICE USE ONLY
<input type="checkbox"/> Verify District and Eligibility: <input type="checkbox"/> Inside WD <input type="checkbox"/> Outside WD <input type="checkbox"/> Review size, distance, and location of meter <input type="checkbox"/> Insurance certificates received for all contractors <input type="checkbox"/> Backflow Applications Received, if applicable: <input type="checkbox"/> Yes <input type="checkbox"/> No Misc.: _____ Approved by: _____ Date: _____ <div style="text-align: center;">Commissioner</div>	<input type="checkbox"/> Permit issued / Owner contacted for pick-up Permit # _____ <input type="checkbox"/> Permit fee paid Account opened - Acct # _____ - _____ <input type="checkbox"/> RCs added to account <input type="checkbox"/> Work orders issued <div style="text-align: right;">Office Signature _____ Date: _____</div>



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