

CANTON WATER DEPARTMENT ENGINEERING OFFICE

2664 HARRISBURG RD. N. E., PO BOX 7904, CANTON, OHIO 44705-7904
ENGINEERING 330-489-3310 FAX 330-489-3073

REQUIREMENTS FOR NEW WATER SERVICES

To have a new water service installed to the City of Canton Water System, the following requirements must be met:

1. An application must be made at the Water Department Engineering Office.

Canton Township owners requesting a service must submit a copy of the current property deed and their name, address, phone number and spouse information. The Law Department will prepare an Agreement and Declaration of Covenants. After the owners have signed this document, the application process will continue.

For 1 inch service taps:

At this time the application fees must be paid. The fees may include, but are not limited to; a) Service Tap, b) Paving, c) Frontage Charge (assessment), d) Township road opening permit, e) Set-up fees, f) Meter Fees. A service contract must also be signed by the property owner, and he must have proper identification. This must be witnessed by a representative of the Billing Department. If the owner cannot come in, the contract must be notarized.

For service taps larger than 1 inch:

An estimate of costs will be prepared by the Engineering office. On taps larger than 2 inches, the excavation and pavement replacement are not included in the estimate, and are the responsibility of the contractor. This estimate may be higher or lower than the actual cost, which will be determined when the service is installed.

2. If the owner of the property lives at the premises, and it is a single family home, the owner may do the work himself. If the owner does not live at the premises or it is a multi-family home or a commercial building, then a City of Canton licensed plumber must do the work.
3. A City of Canton plumbing permit must be taken out for the premises. If the property owner is doing the work, he must take out the permit. If a City of Canton licensed plumber is to do the work, the plumber must take out the permit.
4. Any commercial or industrial water service must have site and plumbing plans submitted to the Canton Water Department Engineering Office for approval. The Canton Water Department will review the plans and make comments. Corrections must be made and resubmitted. A service tap will not be made until the plans have been approved by the Canton Water Department.
5. For 1 inch service taps:

After all fees have been paid and the plumbing permit has been issued, the City of Canton will make the service tap. This may take up to **4 (four) weeks or more.**

For service taps larger than 1 inch:

After the plumbing permit has been issued, and the **meter and set-up fees have been paid,** the City of Canton will make the service tap. This may take up to **4 (four) weeks or more.** This tap is done on a time and material basis. The final bill will be calculated from the hours worked and the materials used. This may be higher or lower than the estimate prepared by the Engineering office.

6. For service taps up to two inches:

The City of Canton Water Department will put a shut-off valve at the approximate curb line. It is the responsibility of the property owner to have the line installed to the structure.

For service taps larger than two inches:

It is the responsibility of the contractor to install the service line from the tapping valve, installed by the Water Department, to the structure. A shut-off valve must be installed at the approximate right-of-way line of the street.

7. If this is a new building, it must be plumbed to the City of Canton Plumbing Code.
8. If this is an existing residence and was previously on a well, the owner has two options.

1) **Keep the well.** If the owner wishes to keep the well, a backflow prevention device must be installed on the Canton Water Department's service line immediately following the meter. This is to protect the Canton Water Department's water supply from possible contamination from the well. The backflow prevention device must be inspected annually by a plumber certified by the State of Ohio for such testing.

There must not be any connection between the two systems. (Ohio Revised Code; Ohio Administrative Code; Ohio EPA; City of Canton Water Department Policy and Procedures for Cross-Connection Control and Backflow Prevention)

2) **Have the well abandoned.** If the owner does not wish to keep the well, it must be abandoned per Stark County Health Department Regulations. See the Health Department's Web Site at <http://www.starkhealth.org/environmental.htm#permits>

9. If this is a commercial or an industrial facility, an approved backflow prevention device must be installed on the service line immediately after the service meter.
10. The meter is to be placed **no higher than 48"** above the ground, and must be placed for **easy access** by the meter readers.
11. **After** the service tap has been installed and the home-owner or the plumber is **finished** with the piping in the premises, the Plumbing Inspector must **inspect** the installation to be sure it conforms to the City of Canton Plumbing Code. After the **final** plumbing inspection is done, the **Water Department** will place the service meter.
12. The bill must go to the owner of the property. The owner then may give the bill to the person occupying the premises if he wishes.

If there are any questions about the **general requirements** for the Application for Service you may call the Engineering Department at 489-3310.

For any questions about the **scheduling** of the tap after the fees have been paid, please call 489-3315.

For any questions about the **billing** procedures, please call 649-8100.

ws/11-89 rev 7/95 rev 8/05 rev 4/07 rev 9/08

I:\WATER\WORDPERF\ENGINEER\REGS\APPREGS-9-08.wpd