



City of Tampa
Water Department
306 E. Jackson St, 5E
Tampa, FL 33602
Phone: (813) 274-8121

CHECKLIST

To process your application as quickly as possible, the following **pertinent** items should be submitted with your application:

- _____ Application fee of \$50 (for 3/4" or 1" meter) or \$70 (other). Check or Money Order (Cash not accepted).
- _____ Completed application form signed by owner of property or agent.
- _____ Completed Supplemental Information form.
- _____ Completed *Water Customer Data Sheet* (form attached).
- _____ Completed *Fire Flow Data Sheet* (form attached) or provide a statement of no private fire protection service requested. If fire main is required, show area (preferably 15' wide x 20' deep grassed area on private property) for the installation of the double detector check valve assembly. If fire line service is not needed, please write "service not needed" and sign and date the form.
- _____ Irrigation plans for the site if you are applying for irrigation service (please provide a completed *Irrigation Demand Worksheet*). If a separate irrigation meter service is not needed, please write "service not needed" and sign and date the form.
- _____ Verification by the City or County of the development address.
- _____ A detailed site plan for the development indicating location of the property, location and size of building(s), site roadways, outside piping, project frontage on public right-of-way, and proposed new utility piping by others in this area
- _____ Plumbing plans for the building(s).
- _____ Water booster pump details (maximum flow in gallons per minute (gpm) for pumping system).
- _____ Details of any special water uses.
- _____ Proof of ownership of property if not verifiable with *County Property Appraiser* office (preferably deed).
- _____ Signed authorization form from the owner of the property granting you the right to apply for service in their behalf.
- _____ Completed ERC Calculation Spreadsheet
- _____ Completed Utility Authorization Form (if applicant is City municipality)

NOTE: Please understand that the review process for applications is usually time critical for all applicants. Your patience is appreciated. The completeness and integrity of submitted documentation is helpful in ensuring an efficient commitment process. Any items left blank or missing information may initiate an additional information letter and result in a delay in processing this request.