



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).
- \_\_\_\_\_ 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.