



## REQUIRED DOCUMENTS FOR NEW SERVICE INSTALLATIONS

### For Commercial/Industrial Premises Located Within the El Paso City Limits

*The following is a list of the documents (copies only) required prior to the review of an application for water or sewer service connections being installed by El Paso Water:*

- ☐ **Completed and Signed Application for New Water or Sanitary Sewer Service (NI Form A).** Provide projected start dates as well as deadlines within the Customer Notes portion of the application.
- ☐ **Platting Determination Certificate.** If the property does not have any existing water or sewer services, EPWater will require a Platting Determination Certificate, which can be obtained for a fee through the City of El Paso's One-Stop Shop, 811 Texas Ave., phone number 915-212-0104 or 311. The City One-Stop Shop will require Proof of Ownership (Warranty Deed) and a Copy of Plat Plan or Survey. The application is available City of El Paso website.
- ☐ **Plat Plan or Survey.** If the property does not have any existing water or sewer services.
- ☐ **Site, Grading, Utility and Landscaping Plans**  
(Provide copies as well as the AutoCAD files) for the plans

### For Premises with an existing On-site Sewage Disposal System (Septic Tank):

- ☐ **On-site Sewage Disposal System Certificate.** Obtained from the TCEQ Regional Office, phone number 915-834-4949. (Inside City Only)

## PROCEDURES FOR NEW SERVICE INSTALLATIONS

*The following is a list of the procedures for new water or sewer service connections being installed by El Paso Water:*

1. All Commercial/Industrial Customers within the El Paso City limits must provide a backflow prevention assembly for all water service installations.
  2. Once the application is completed, it will be reviewed for completeness and an Installation and Service Contract (ISC) will be generated.
  3. The Customer will then be contacted and all contracts will be executed and paid prior to the service installation. During this time, the Customer should mark locations of all new services with white spray paint or wooden stakes on-site
  4. EPWater will then acquire the necessary permits from the City of El Paso and/or TxDOT and send the Installation Orders to the Field Crews. For sewer connections, the Customer will need to follow the instructions for a Sewer Tap Installation (NI Doc. #5) available online or through the EPWater New Installations Department.
- Services will be provided in accordance with the current El Paso Water PSB Rules and Regulations.

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