



INSTRUCTIONS TO CUSTOMERS FOR SEWER TAP INSTALLATIONS

The following is a list of the procedures to follow and documents required prior to sewer service tap to the main being installed in the field by El Paso Water personnel.

After an Installation & Service Contract is executed and payment has been made;

1. The Customer must retain the services of a licensed private Plumber to extend the plumbing service line from the premise to the main line in the right-of-way or easement.
2. The Plumber must acquire a Plumbing Permit from the City One-Stop Shop, phone number 915-212-0104. [inside City only]
3. If the premise is located within the City Limits, the Plumber will also need to acquire a Paving Cut Permit and Traffic Control Permit from the City of El Paso Steets & Maintenance Dept., 7968 San Paulo Dr. phone number 915-212-0118. For premise located in the County, contact County Road & Bridge Department, 800 E. Overland Suite 200, phone number 915-546-2015.
4. The Plumber must perform all excavation in the City/County street right-of-way and expose the main line for final service tap before calling the El Paso Water Dispatchers. The customer must retain the services of a licensed private plumber to extend the plumbing service line from the premise to the main line in the ROW or easement.
 - a. If the service lateral that is installed is 4 inches in diameter, then the Plumber may call the El Paso Water dispatchers at 915-594-5775 or 915-594-5778 between the hours of 7am and 3pm, Monday through Friday, and a crew will be dispatched within 24-hours to make the final service tap to the main.
 - b. If the service lateral that is installed is equal to or larger than 6 inches in diameter, the Plumber must contact the El Paso Water Dispatcher at 915-594-5775 or 915-594-5778 a minimum of 72-hours in advance to schedule the final service connection with EPWater-Construction Crews. A 6-inch or larger sewer tap requires a special analysis by EPWater-Construction Crews relative to the necessary fittings for the connection to the main. These fittings can be Service Saddles, Tees, Mission Couplings or others depending on each situation and upon the recommendation of the EPWater-Construction Crew's Representative. The Customer through the Plumber must provide the necessary fittings to perform the tap to the main.

The Plumber must have ON HAND: The documents listed below BEFORE the El Paso Water crew will make the final service tap to the main.

- a. a copy of the paid Installation & Service Contract;
- b. a copy of the Plumber's Permit with the Name of the Plumber; and
- c. a copy of the Paving-Cut Permit & Traffic Control Permit

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