

**CITY OF GALVESTON - MUNICIPAL UTILITIES DEPARTMENT**

P.O. Box 779

Galveston, TX 77553

Phone: 409-797-3630

Email: publicworks@galvestontx.gov



**WATER/SEWER TAP APPLICATION**

Instructions to applicants:

**Attention Applicants:** As of January 2025 The normal time for tap installation by the City could be up to 15 weeks once the work order has been created. This time frame may be extended due to weather conditions, equipment failure, or number of applications in system. Residents have the option to hire licensed plumber to install a tap if desired. City Staff will be required to inspect and approve the installation prior to service being provided.

**Attention Developers:** Development taps and/or any water/wastewater infrastructure installation(s) shall not be performed by the applicant unless Engineering has approved stamped designs provided by the customer and a Construction Inspector or a Utilities Supervisor is present. Please contact Construction Management to schedule time with the City's representative to be on-site when tap installation occurs or construction begins.

1. Applicants are required to purchase a sewer tap with the purchase of a watertap.
2. If you wish to request a waiver for the purchase of a sewer tap, you will need to provide proof of an existing septic sewer system
3. Water taps over 2 inches and sewer taps over 6 inches are not included in this application and will require a separate cost analysis which will be provided to the customer separately. In some cases, these will require a contractor to install.
4. No 1" split service will be provided.
5. The minimum size a water tap shall be 1", and the minimum size meter shall be 5/8".
6. A separate Plumbing Permit must be issued to a City registered plumber or irrigator to connect to tap.
7. The City's responsibility for tap installation is from the city main to the property line. Connection to tap from house is the responsibility of the property owner.
8. Tap cards will not be processed until application has been reviewed and approved for accuracy and payment made in full by applicant.
9. The taps fees associated with this application only covers the first 100 feet of pipe. Anything over 100 feet will be charged to the applicant for time and material cost.
10. Installation of Sanitary Sewer Clean Out is mandatory.
11. Applicant utilizing a contractor to install the tap must furnish proof of debris hauler with application (list of approved haulers can be found on the City's website).
12. For new addresses West of 103<sup>rd</sup> Street, the applicant needs to provide a copy of Centerpoint Energy Address Verification Letter along with their application: Centerpoint Energy contact information: (713) 207-4460.

**Tap application process:**

1. City will review the application for accuracy and contact applicant for any clarification needed.
2. Application and initial payment is received by the Municipal Utilities Department.
3. A service request is issued and applicant will receive an e-mail notice with a tracking number. Please keep this for your records.
4. Approved application will be forwarded to the Customer Service Division for tap card issuance.
5. Once tap card has been received by the Municipal Utilities Division, a work order will be created and Installation is then in que for completion. The 15 week installation process begins once the work order has been created.
6. Once tap(s) have been installed, applicant will receive notice, via e-mail, of service request being completed and closed. Once completed you will begin receiving a water/sewer bill.



**V. PLUMBER INFORMATION**

\_\_\_\_\_  
Plumber

\_\_\_\_\_  
Contact Phone Number

\_\_\_\_\_  
City Registration No.

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Alternate Contact Phone Number

\_\_\_\_\_  
Email Address(es)

**VI. DEBRIS HAULING INFORMATION**

1. Self Hauling

2. Hauler \_\_\_\_\_ Attach Proof.

**VII. OTHER** (circle applicable answer for each)

**Water Tap:**

Is there currently a visible water tap? [ ] Yes [ ] No [ ] Unknown

Is this a meter set only? [ ] Yes [ ] No [ ] Unknown

**Sewer Tap:**

Is there currently a visible sewer tap? [ ] Yes [ ] No [ ] Unknown

Is this a cleanout installation only? [ ] Yes [ ] No [ ] Unknown

**VIII. BASIC FEE SCHEDULE**

(Please see section IX for final cost)

**WATER FEES**

SIZE	METER	BOX	TAP	TOTAL
5/8"	\$202.00	\$35.00	\$3,190.00	\$3,427.00
1"	\$289.00	\$35.00	\$3,226.00	\$3,550.00
2"	\$626.00	\$88.00	\$3,721.00	\$4,435.00
3"	\$2,150.00	Customer Provided	Customer Provided	\$2,150.00
4"	\$6,900.00	Customer Provided	Customer Provided	\$6,900.00
6"	\$9,600.00	Customer Provided	Customer Provided	\$9,600.00

**SEWER FEES**

6" Diameter Service:	Utility Side Clean Out	Total
\$3,395.00	\$100	\$3,495.00

**IX. PURCHASE TYPE** (check all applicable)

**Complete Tap Sets:** 5/8" – 2" includes tap, meter & box. \*5/8" is standard domestic meter size\*  
 \*Only 5/8" Meters come with remote connect/disconnect capabilities\*

**Water Tap Price:**

Check SIZE	METER	BOX	TAP	TOTAL	Permit Fee
5/8"	\$202.00	\$35.00	\$3,190.00	\$3,427.00	\$10.00
1"	\$289.00	\$35.00	\$3,226.00	\$3,550.00	
2"	\$626.00	\$88.00	\$3,721.00	\$4,435.00	

Cost: \_\_\_\_\_

**Sprinkler Tap Price:**

Check SIZE	METER	BOX	TAP	TOTAL	Permit Fee
5/8"	\$202.00	\$35.00	\$3,190.00	\$3,427.00	\$30.00
1"	\$289.00	\$35.00	\$3,226.00	\$3,550.00	
2"	\$626.00	\$88.00	\$3,721.00	\$4,435.00	

\_\_\_\_\_

**Large Commercial Tap Price:**

Check SIZE	METER	Meter Vault & TAP	TOTAL	Permit Fee
3"	\$2,150.00	Customer Built	\$2,150.00	\$10.00
4"	\$6,900.00	Customer Built	\$6,900.00	
6"	\$9600.00	Customer Built	\$9600.00	

\_\_\_\_\_

**Fire Line Tap:** Quoted

**Sewer Tap:**

6" Diameter Service:	Utility Side Clean Out	Total	Permit
\$3,395.00	\$100	\$3,495.00	\$10.00

\_\_\_\_\_

**Sewer Tap & Fee Waiver Requested?** [ ] Yes [ ] No

If yes: Please attach supporting documents for sewer tap waiver.

**Total:** \_\_\_\_\_

**Meter, Box and Cleanout Only:** Check these boxes if only purchasing a meter, a box, or cleanout only.

Meter:

<input type="checkbox"/>	5/8" \$202.00	<input type="checkbox"/>	1" \$289.00	<input type="checkbox"/>	2" \$626.00
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Box:

<input type="checkbox"/>	5/8" \$35.00	<input type="checkbox"/>	1" \$35.00	<input type="checkbox"/>	2" \$88.00
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Sanitary Sewer

Cleanout:

<input type="checkbox"/>	\$100.00
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**Total:** \_\_\_\_\_

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Signature of Contractor or Applicant

**CITY STAFF REVIEW**

**X: CITY REVIEW**

- |    |  |  |
|----|--|--|
| 1. | Domestic tap size request correct?       | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| 2. | Domestic sprinkler size request correct? | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| 3. | Sewer tap size request correct?          | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| 4. | Sewer tap waiver granted?                | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable |

Taps approved to be installed:  Yes  No

\_\_\_\_\_  
Signature of Municipal Utility Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title