

SAFD2 New Customer Checklist

To become a customer of South Alburgh Fire District No. 2 (SAFD2) there are several steps that **MUST** take place before you connect to the water system. Address questions to Email: safd2committee@gmail.com

- Further information and copies of each form are available on our web page: <http://www.safd2.org/>

Complete the top of the New Customer Service Installation Checklist

As you complete steps, check off each task, fill in the date completed, and acquire signatures as required.

1. Complete and Return the Water Service Allocation Request – If you have a curb stop already, this step is likely completed

SAFD2 will review the request for approval. Once approved you will be contacted.

2. Contact a Licensed Designer or Engineer to Design Your Service Connection Line

The designer or engineer will determine the technical details of how your property will be connected to the “main water line” and provide a design drawing. The typical fee is around \$400. At this point only a draft design will be provided. The final design along with permit exemption form will be provided after service line installation. Not having a draft sketch before service line installation may result in having to reconstruct or modify a portion of your service line.

3. Complete and Return the Water Service Agreement with a Copy of Your Draft Design Drawing and Connection Fee – If you have a curb stop, you likely already have a Water Service Agreement and paid the fee. However, you still need to submit the draft design and receive approval from SAFD2 to connect to your curb stop.

Connection must be approved by SAFD2, and the Connection Fee must be paid. After SAFD2’s approval and receipt of the Connection Fee, SAFD2 will notify the Water District Superintendent and provide him with a copy of the draft design drawing.

4. Install your Service Connection line

After Steps 1-3 are complete, you may hire a contractor to build your system and prepare it for connection to the SAFD2 municipal water system.

Note: If you already have a curb stop in place, the contractor will connect to that. If not, a wet tap must be completed by Contractors approved by SAFD2. Your line must comply with all Federal, State, Local, Municipal and SAFD2 regulations and ordinances. Failure to do so may result in a leak for which you, the property owner, would be financially liable.

Note: A meter pit is also required for all mobile homes or if you don’t have a frost-free location in your home for the meter, e.g., heated basement. A meter pit is a belowground enclosure that contains the meter. Likewise, if you are connecting to an existing water line previously used for a well or lake water system, a meter pit is required before transitioning to the existing line. If a **NEW** water line is being installed according to American Water Works Association standards, SAFD2 may waive the requirement of a curb stop meter pit. Meter pits are installed by the contractor you hire at cost to the customer.

5. Contact SAFD2 to Have the Service Connection Line Inspected Before You Bury It

The water service connection installation must be inspected and approved by the Water District Superintendent (or assigned Rep) **PRIOR** to the system being buried. **Do NOT “back fill”** until after the inspection is complete.

6. Apply for Permit Exemption

All single-family units may apply for a permit exemption rather than a State Waste-Water Permit. The exemption is for one dedicated line to one residential unit. Installations that include connecting a water line from your home to auxiliary buildings, e.g., in-law suites, garages, barns, may require a state-issued Waste-Water Permit. Shared lines between two or more units and lines to other types of properties (e.g., commercial) require a Waste-Water Permit. Typically, the designer/engineer you hire to design your connection line (Step 2)

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will provide the final drawing and assist with this process. You should inquire as part of hiring them. There is a nominal fee (~\$30) to file your permit exemption with the Town of Alburgh.

7. Have Your Water Meter Installed and Inspected for System Integrity

A licensed Plumber or SAFD2 approved installer must install the water meter and verify system integrity. Meters will be available at no cost from SAFD2.

8. Present the completed New Customer Service Installation Checklist to SAFD2 to Schedule Final Inspection and to Have Your Water Turned On

After steps 1 – 7 are complete and the system is inspected by the SAFD2 Water Superintendent or Customer Rep, your water may be turned on by SAFD2 - but the Checklist must be received before an inspection will be scheduled. The old water source must be completely disconnected prior to connecting to the SAFD2 water main. Disconnection of the existing water source is essential to prevent back flow and potential contamination of the municipal water source.

Owner Name: _____ Phone: _____
 Co-Owner Name: _____ Phone: _____
 Mailing Address: _____ Email: _____
 Property Location: _____ Parcel ID: _____

TASK	Complete/X	Date
1. Complete and Return the Water Service Allocation Request		
SAFD2 review complete and allocation approved. If you have a curb stop for Phase 2, you likely already requested an allocation		
2. Contact a Licensed Designer or Engineer to Design Your Service Connection Line. Submit draft to SAFD2 (safd2@gmail.org)		
Draft drawing completed by the licensed designer or engineer		
3. Complete and Return the Water Service Agreement With a Copy of Your Draft Design Drawing, Granted Exemption, and Connection Fee		
SAFD2 review complete and approval rendered. If you have a curb stop for Phase 2, you likely already have Water Service Agreement and paid the Connection Fee		
4. Install your Service Connection line		
5. Contact SAFD2 to Have the Service Connection Line Inspected Before You Bury It		
District Water Superintendent has inspected and approved the line		
Water Superintendent Signature		
6. Apply for Permit Exemption With Final Drawing and Exemption Form Submit to SAFD2. If approved, it will be recorded with the Town of Alburgh for a nominal fee.		
7. Have Your Water Meter Installed and Inspected for System Integrity		
Licensed/SAFD2 Installer has Verified System Integrity		
8. Present the completed Service Installation Checklist to SAFD2 to Schedule Final Inspection and to Have Your Water Turned On		
The system has been inspected and the connection approved		
Water Superintendent Signature		Date
**THIS COMPLETED FORM WILL BE TAKEN TO THE OFFICE FOR FILING AND A COPY WILL BE SENT TO YOU		