

David VanLuven  
Town Supervisor

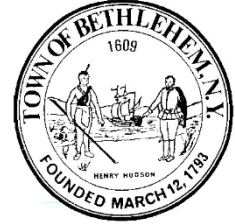
George S. Kansas, P.E.  
Commissioner of Public Works

# TOWN OF BETHLEHEM

Albany County - New York

## DEPARTMENT OF PUBLIC WORKS

445 DELAWARE AVENUE  
DELMAR, NEW YORK 12054  
(518) 439-4955 option 4  
Fax: (518) 439-5808



## Water Permit Application Process

### Water Connection & Repair Permits

- Applications for connections or terminations to the Town water system must be made in writing on the Town water permit application form which is available on the Town website. Application forms must be submitted by the property owner or their authorized representative to DPW at least 30 days prior to the proposed connection/termination.
- For **Emergency repairs to existing water service lines**, please contact the water department for a repair permit. The water application form is required for emergency repairs to an existing water service. Insurance and inspection requirements for repairs are the same as listed for new water connections. Repair permits will be issued immediately.
- Any contractor or other party performing any work in connection with the construction of a water main or water service must be approved by the department, and said Contractor or other party must have on file with the Department an Owner's and Contractor's protective liability insurance policy naming the Town of Bethlehem and Water District Number 1 as additional insureds, in the following amounts:
  - Bodily injury - \$2,000,000.00 (Two Million) each incident
  - Property Damage - \$100,000.00 (One hundred thousand)

### **No permit will be issued without a current insurance certificate on file with the Town of Bethlehem Water Department.**

- Once the application has been reviewed and approved by the Commissioner or Town Engineer, you will be notified that your permit is ready to be picked up.
- Payment for the permit is due when the permit is picked up.
- Work may commence **only** after the issuance of the permit.
- For new or modified construction, the water service permit must be issued prior to the issuance of the building permit.
- For Taps under 2", the service line must be run from the structure being served to the property line prior to the Town installing the tap and curb box. The Town will connect the homeowner's side to complete the water service connection.
- No tapping or water service installation will be done before April 1 or after November 1 unless specifically authorized in writing by the Department.
- The Department requires an inspection of all work performed before the trench is closed: if such trench is closed, the applicant, contractor and/or owner may be made to uncover the lines for inspection. Call the Department at (518) 439-4955 to schedule a water service line inspection. Inspections must be called in by 2:30PM.
- The permit fee includes one (1) inspection and one (1) meter installation appointment. If additional inspections or appointments are required, a service call fee for each will be added to the account.
- <https://ecode360.com/8993771>
- <http://www.townofbethlehem.org/720/Water-Rent-Permit-Testing-Fees#WaterPermits>



**TOWN OF BETHLEHEM**  
 Albany County - New York  
**Department of Public Works – Room 203**  
 445 DELAWARE AVENUE  
 DELMAR, NEW YORK 12054  
 (518) 439-4955

**APPLICATION FOR WATER SERVICE/METER INSTALLATION - BETHLEHEM WATER DISTRICT**

The undersigned permittees agree that all work performed thereunder will be made pursuant to law and in accordance with all of the conditions, regulations and insurance requirements required by the Town of Bethlehem Department of Public Works.

<p><b>Property Owner Information</b></p> <p>Parcel ID : _____</p> <p>Owner Name: _____</p> <p>Property Address: _____</p> <p>City, State, Zip: _____</p> <p>Daytime Phone: (____) _____ - _____</p> <p>Evening Phone: (____) _____ - _____</p> <p>Billing Address: _____        (if different) _____</p> <p><i>*The Permit fee includes 1 inspection &amp; 1 meter appointment, if additional inspections or appointments are needed a service call charge will be added to the account for each one.</i></p>	<p><b>Excavation Contractor Information</b></p> <p>Contact Name: _____</p> <p>Contact Phone: (____) _____ - _____</p> <p>Company Name: _____</p> <p>Company Address: _____</p> <p>City, State, Zip: _____</p> <p>Business Phone: (____) _____ - _____</p> <p>24-hour Phone: (____) _____ - _____</p> <p><i>Liability insurance must be on file with the water department or accompany this application. See Water Code on Town website for requirements.</i></p>
<p><b>Type &amp; Use of Home/Building</b></p> <p><input type="checkbox"/> Single Family Home</p> <p><input type="checkbox"/> Multi-Family Home</p> <p>How many units in multi-family Home ____</p> <p><input type="checkbox"/> Commercial Building</p> <p>Type of Commercial Use: _____</p> <p>Will there be a fire suppression system ___Yes ___No</p> <p>If yes, wet or dry system _____</p> <p>If wet, please provide plans showing water entrance details</p> <p><input type="checkbox"/> Industrial Building</p> <p>Type of Industrial use: _____</p> <p><i>*All Commercial &amp; Industrial water services require backflow.</i></p>	<p><b>Type of Permit &amp; Service Requested</b></p> <p><input type="checkbox"/> Tap &amp; Meter (Town to install Tap on main – 2” and under)        Size of Tap &amp; Meter _____</p> <p><input type="checkbox"/> Tap inspection Permit (Contractor to install tap-3”or larger)</p> <p><input type="checkbox"/> Meter Only</p> <p><input type="checkbox"/> Permanent Water Termination (Meter must be returned)</p> <p><input type="checkbox"/> Temporary Water Termination</p> <p>Size of Meter _____ Location of Meter: _____</p> <p>Distance of Building from property line _____ ft.</p> <p>Service size: _____ inch diameter</p> <p><i>*All service lines over 200ft require a meter pit installation.        All meter pits are owned and maintained by the property owner.</i></p>
<p><b>Owner Agreement</b></p> <p>In consideration of the granting of this permit, the undersigned agrees:</p> <p>*To accept and abide by all provisions of the Town water code, local laws or regulations of the Town of Bethlehem, now in existence or that may be adopted in the future. A copy of the Water Code may be obtained on the Public Works Water Division page of the Town website.</p> <p>*To maintain the service at no expense to the Town</p> <p>*To accept the responsibility for the satisfactory completion of work and hold harmless the Town of Bethlehem, its agents and employees in the event of any loss or damage that may be directly or indirectly be occasioned by said installation.</p> <p>Signed by Owner: _____</p> <p>Date: _____</p>	<p><b>Large Service &amp; Meter Information-Meters larger than 2”</b></p> <p>Meters larger than 2” are owned and maintained by the property owner at their expense. Tapped by private contractor. Town inspector must be on site during tapping procedure.</p> <p><b>Large Meter Location</b></p> <p><input type="checkbox"/> Hot Box</p> <p><input type="checkbox"/> Basement</p> <p><input type="checkbox"/> Utility Room</p> <p><input type="checkbox"/> Other _____</p> <p><b>Application shall also include the following:</b></p> <ul style="list-style-type: none"> <li>• If using an outside contractor for water tap: insurance for that contractor must also be provided with application.</li> <li>• Completed Back Flow Prevention application packet, if a backflow preventer is required.</li> </ul>
(Portion below to be completed by Town staff)	
<p><b>Permit Review Approval</b></p> <p>____ Verify District and Eligibility: ___Inside WD ___Outside</p> <p>____ Review Size, Distance and Location of Meter</p> <p>____ Insurance Certificates received for all contractors</p> <p>____ Backflow Prevention Packets received, if applicable</p> <p>Misc: _____</p> <p>Approved by: _____ Date: _____        Commissioner or Town Engineer</p>	<p><b>For Office Use Only</b></p> <p>____ Permit Issued / Owner contacted for pick-up</p> <p>Permit # _____</p> <p>____ Permit Fee Paid</p> <p>____ Account Opened - Acct # _____ - _____</p> <p>____ RC’s Added to Account</p> <p>____ Work Orders Issued</p> <p>____ Date: _____</p> <p style="text-align: center;">Office Signature</p>



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 Albany County - New York  
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**APPLICATION FOR WATER SERVICE/REPAIR - BETHLEHEM WATER DISTRICT**

The undersigned permittees agree that all work performed thereunder will be made pursuant to law and in accordance with all of the conditions, regulations and insurance requirements required by the Town of Bethlehem Department of Public Works.

<p><b>Property Owner Information</b></p> <p>Parcel ID : _____</p> <p>Owner Name: _____</p> <p>Property Address: _____</p> <p>City, State, Zip: _____</p> <p>Daytime Phone: (____) _____ - _____</p> <p>Evening Phone: (____) _____ - _____</p> <p>Billing Address: _____        (if different) _____</p> <p><i>*The Permit fee includes 1 inspection &amp; 1 meter appointment, if additional inspections or appointments are needed a service call charge will be added to the account for each one.</i></p>	<p><b>Excavation Contractor Information</b></p> <p>Contact Name: _____</p> <p>Contact Phone: (____) _____ - _____</p> <p>Company Name: _____</p> <p>Company Address: _____</p> <p>City, State, Zip: _____</p> <p>Business Phone: (____) _____ - _____</p> <p>24-hour Phone: (____) _____ - _____</p> <p><i>Liability insurance must be on file with the water department or accompany this application. See Water Code on Town website for requirements.</i></p>
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