Utility Service Application

for Multi-family/Non-residential Developments

Thank you for contacting the City of Tampa for your water and wastewater utility service needs. We have assembled this package to help ensure that your new water and wastewater services are activated as quickly as possible, to provide you with copies of the required documents and to help guide you through the process of obtaining new service.

Please be advised that the City of Tampa is organized into separate departments to provide water and wastewater services. As a result, you will be required to coordinate with representatives from both departments to obtain each of these services.

In order to facilitate the application process, the Water and Wastewater Departments utilize combined utility applications (enclosed). This application package is for multi-family or non-residential (commercial, industrial, etc.) projects. A different application is used for single family or duplex projects and is available at tampagov.net/establishutilityservice. In addition to the application, supplemental documentation may be required by one or both Departments. Please use the enclosed checklist as a guide to ensure that all pertinent items are submitted to the appropriate department so that your application may be processed as quickly as possible.

Once a complete application package has been submitted, each Department will review the application and issue a commitment for service. A separate commitment letter for service will be issued by each department. Please be sure to read the commitment letter carefully as it will provide details regarding the conditions of each service commitment and further instructions on activating each service.

This application packet contains:

- Utility Service Application Checklist
- Utility Service Application Fee Schedule
- Utility Service Application (2 pages)
- Utility Service Application Customer Data Sheet
- Utility Service Application Irrigation Demand Worksheet
- Utility Service Application Fire Flow Data Sheet
- Utility Service Application ERC Calculation Spreadsheet (3 pages)
- Water Meter Placement Form
- Sewer Lateral Placement Form

Assistance with the completion and submission of the forms in this packet is available in person at the City of Tampa Development Services Center, 1400 North Boulevard, or by phone: Wastewater (813) 274-8065 / Water (813) 274-7405.

Utility Service Application Checklist
for Multi-family and Non-residential Developments

General Submittal Requirements (for both Water & Wastewater Departments)

_____ Application fees (see attached Fee Schedule) - check or money order (cash is not accepted).

_____ Completed application form signed by owner of property or authorized agent.

_____ Completed Supplemental Information Form signed by owner of property or authorized agent.

_____ Address verification of the proposed development from the City or County.

_____ For Multi-family Residence, Commercial, Industrial, etc. Developments: A detailed site plan for the development that shows the location of the property and property boundaries, location and size of existing and proposed building(s) or other improvements; adjacent roadways; existing and proposed water and wastewater piping; project frontage on public right-of-way; and all proposed and existing utilities in the area.

_____ For Remodeling/Additions Commercial Building Developments Using Existing Connection: Plumbing plans for the building(s) or other improvements that show the new and existing plumbing facilities and how they will connect to the City's facilities.

_____ Proof of ownership of property if not verifiable with County Property Appraiser office (preferably deed).

_____ Letter of authorization signed by the owner of the property that grants a separate agent permission to act on the owner's behalf (if applicable).

_____ Sewer Lateral Placement Form

Additional Submittal Requirements for Water Department

_____ Completed Water Customer Data Sheet (attached) - required for all projects

_____ Completed Fire Flow Data Sheet (attached) or provide a statement of no private fire protection service requested. If a fire main is required, show the area (preferably 15' wide x 20' deep grassed area on private property) for the installation of the double-detector check valve assembly. If fire line service is not needed, please write "service not needed" and sign and date the form.

_____ Completed Irrigation Demand Worksheet (attached) along with irrigation plans for the site. If a separate irrigation meter service is not needed, please write "service not needed" and sign and date the form.

_____ Water booster pump details (maximum flow in gallons per minute (gpm) for pumping system)

_____ Details of any special water uses

_____ Completed ERC Calculation Spreadsheet (attached)

_____ Completed Utility Authorization Form (for City municipality applicants only)

_____ Completed Water Meter Placement Form (attached)

Utility Service Application Fee Schedule
for Multi-family and Non-residential Developments

The following fee schedule should be used to determine the required application fee. Please note: there are separate application fees for water service and wastewater service. As indicated, the amount of the fee varies depending on the size of the water meter and the type of development. If the applicant is applying for both water and wastewater service, the application fee will be the combined amount of the appropriate water application fee and the wastewater application fee. Checks and money orders should be made payable to the City of Tampa.

Water Department Application Fees

Application Fee for Domestic/Irrigation Service

Meter Size	Fee
3/4" or 1"	$50
Other	$70

Application Fee for Fire Line Connection or Other

Flow Rate (gpm)	Fee
0 - 4,500	$70

Wastewater Department Application Fees

Application for Wastewater Service Fee

Type of Service	Fee
Remodeling/Additions Commercial Building Developments Using Existing Connection	$50
Multi-Family Residence, Commercial, Industrial, etc.	$250

- Please be advised that once the applications have been reviewed by the Water and/or Wastewater Departments, the commitment for water and/or wastewater service letters will be issued by each department that outline the commitment fees to be paid for water and/or wastewater service connection. These may include and are not limited to: security deposit, water connection fees, meter service installation charges, Contribution in Aid of Construction (CIAC), inspection fee, tap charge, wastewater capacity fees, design review fees, sewer improvement fees, and other aid in construction fees.

Utility Service Application
for Multi-family and Non-residential Developments (page 1 of 2)

Owner Information			
Full name of property owner (if company, provide contact person):		Phone	
Address:	City	State	Zip
Mailing address (if different from above):	City	State	Zip
Email:	Tax Exempt # (if applicable)		
Federal ID # or last four (4) digits of Social Security #:			

Development Information			
Name of development:			
Address:	City	State	Zip
Billing address (if different from above):	City	State	Zip
Tax Folio # and/or legal description (lot, block, subdivision, and/or metes & bounds):			

Type of development:	Number of units:	Total sq. ft. of space:
Structure: ☐ Existing ☐ Proposed	If existing, date building was constructed:	

City Limits: ☐ Inside ☐ Outside	STAMP DATE RECEIVED
Is project to be constructed in phases? ☐ Yes ☐ No	
Phase / Projected Date of Construction	
Construction Services Project / Permit Number:	

Authorized Agent Information			
Name of party authorized to act on owner's behalf:		Phone	
Address:	City	State	Zip
Email:			

Water Department Information	
Anticipated daily water usage (gallons per day):	Special water uses:
If existing, current water source:	Indicate specific date water is required:

Wastewater Department Information	
Anticipated daily wastewater discharge (gallons per day):	Special User? BOD > 230 mg/L ☐ Yes ☐ No TSS > 190 mg/L ☐ Yes ☐ No N> 30 mg/L ☐ Yes ☐ No
Size and type of unmetered (non-city) water sources:	

Utility Service Application
for Multi-family and Non-residential Developments (page 2 of 2)

Professional Services Information			
Name of Engineering Firm (if applicable):		Phone	
Address:	City	State	Zip
Email:			
Name of Architectural Firm (if applicable):		Phone	
Address:	City	State	Zip
Email:			
Name of Contractor:		Phone	
Address:	City	State	Zip
Email:			

Water Department Information

Please indicate how you intend to meet your water needs during construction:

☐ Portable Hydrant Meter

☐ Existing Service (please specify): _____

☐ Other (please specify): _____

Applicant understands that all City of Tampa water used during any portion of the construction phase of the above project must be metered and billed. Applicant will take all actions necessary to ensure that all contractors and subcontractors working on the above project are informed of the need to meter all water used while working at the above site and acknowledges that any unauthorized water used for the above project may be billed to the applicant. A separate application for temporary services shall be submitted.

Wastewater Department Information

Please indicate how you intend to meet your wastewater disposal needs during construction:

☐ Existing Service (please specify): _____

☐ Other (please specify): _____

Applicant understands that all City of Tampa wastewater discharged during any portion of the construction phase of the above project must be metered and billed. Applicant will take all actions necessary to ensure that all contractors and subcontractors working on the above project are informed of the need to meter all wastewater discharged while working at the above site and acknowledges that any unauthorized wastewater discharged for the above project may be billed to the applicant. A separate application for temporary services shall be submitted.

Signature of Owner or Authorized Agent:	**Date:**

Utility Service Application Customer Data Sheet
for Multi-family and Non-residential Developments

Development Information			
Name of development:			Date
Address:	City	State	Zip

Fixtures		Number of Fixtures: Existing	Addition/ Removal	Proposed	Total	AWWA Fixture Value (35psi)	AWWA Total
Bathtub		(	+/-	)=	x 6		
Drinking fountain	Public	(	+/-	)=	x 1.5		
Kitchen sink	each set of faucets	(	+/-	)=	x 1.6		
Other sink	each set of faucets	(	+/-	)=	x 3		
Laundry Tray	1/2" Connection	(	+/-	)=	x 3		
	3/4" Connection	(	+/-	)=	x 7		
Urinal wall flush valve		(	+/-	)=	x 12		
Shower		(	+/-	)=	x 1.8		
Water closet (toilet)	Flush Valve	(	+/-	)=	x 25		
Water closet (toilet)	Tank Type	(	+/-	)=	x 3		
Lavatory (Restroom Handsink)		(	+/-	)=	x 1.1		
Dishwasher	1/2" Connection	(	+/-	)=	x 1.5		
	3/4" Connection	(	+/-	)=	x 10		
Washing machine	1/2" Connection	(	+/-	)=	x 4		
	3/4" Connection	(	+/-	)=	x 12		
	1" Connection	(	+/-	)=	x 25		
Hose connection	1/2"	(	+/-	)=	x 6		
	3/4"	(	+/-	)=	x 10		
	1"	(	+/-	)=	x 25		
	1 1/2"	(	+/-	)=	x 50		
	2"	(	+/-	)=	x 100		
	2 1/2"	(	+/-	)=	x 160		
Hose (50ft washdown)	1/2"	(	+/-	)=	x 4		
	5/8"	(	+/-	)=	x 7		
	3/4"	(	+/-	)=	x 9		
		(	+/-	)=	x		
		(	+/-	)=	x		
		(	+/-	)=	x		
					value		

Will booster pump(s) be used for the domestic system? ☐ Yes ☐ No

If yes, please provide peak pumping system capacity in gpm and information on any water fixtures that will bypass booster pump(s). _____ gpm

Any process water or special water use? (not above fixtures) ☐ Yes ☐ No

If yes, what is the peak gpm demand? _____ gpm

Will an irrigation system be connected to the domestic meter? ☐ Yes ☐ No

If yes, what is the peak gpm demand? _____ gpm

DO NOT WRITE IN SPACE BELOW - OFFICE USE ONLY

Total gpm	
Meter Size Required	
Service Request Number	

Utility Service Application Irrigation Demand Worksheet
for Multi-family and Non-residential Developments

Development Information			
Name of development:			Date
Address:	City	State	Zip

zone	# heads	gpm per head	total gpm per zone	minutes per zone per day
A	30	1	30	30
B	20	0.5	10	30
C	20	1.5	30	30
total	70		70	90

Example illustrates a three zone system with zones A & B running simultaneously and C independently. To determine peak gpm: zones A & B operating together yields demand of 40 gpm (30 + 10); zone C yields demand of 30 gpm. Meter is sized to largest demand of 40 gpm for system.

Appropriate meter size is 1".

zone _A_ + zone _B_ + zone _30_ = _10_ gpm + ____ gpm + ____ _**40**_ **peak gpm demand**

zone	# heads	gpm per head	total gpm per zone	minutes per zone per day	zone	# heads	gpm per head	total gpm per zone	minutes per zone per day
total					**total**				

Determine maximum rate (gpm) by identifying which zones are operating together.

Peak gpm = # zones operating together totaling one maximum instantaneous flow rate (gpm)

zone ____ + zone ____ + zone ____ = ____ gpm + ____ gpm + ____ ____ **peak gpm demand**

Please indicate number of full irrigation cycles (all zones indicated) per week: _____

Utility Service Application Fire Flow Data Sheet
for Multi-family and Non-residential Developments

Owner Information			
Full name of property owner (if company, provide contact person):		Phone	
Address:	City	State	Zip
Mailing address (if different from above):	City	State	Zip

Development Information			
Name of development:			
Address:	City	State	Zip

Will the building have a fire suppression system? ☐ Yes (if yes, continue with questionnaire - sign and date) ☐ No

What is the building's maintenance fire flow requirement? (after any applicable credit for Fire Sprinklers) _____ gpm (NFPA 1 annex H)

Will booster pumps be used in the fire system? ☐ Yes ☐ No

What is 150% of the booster pumps rated pumping capacity in gpm? _____ gpm (NFPA 20)

Will you be utilizing additives in the fire protection system? ☐ Yes ☐ No

Are your water storage facilities filled with or connected to City water only? ☐ Yes ☐ No N/A

Circle all that apply: Elevated Storage Tank | Above-Ground Covered Reservoir | Above-Ground Storage Tank | None

Will you interconnect with any other auxiliary water supply? ☐ Yes ☐ No

Private Fire Line Sizing Calculator

1. Enter the total sprinkler/standpipe/hose demand in gpm _____ gpm

   or

2. 150% of the fire pump's maximum rated capacity in gpm _____ gpm

3. Total <u>private</u> fire hydrant demand in gpm (min. 1000 gpm per hydrant) _____ gpm (NFPA 1142 annex G)

Total demand of private fire line in gp (greatest of 1-3) _____ = _____ gpm

Name of company responsible for the calculations: _____

Signature of owner or agent (required): _____ **Date:** _____

Title: _____

Utility Service Application ERC Calculation Spreadsheet
for Multi-family and Non-residential Developments (page 1 of 3)

	Unit Average Daily Demand (gpd)		Existing/ Previous Use	Proposed Use		Total Net Average Daily Demand (gpd)
Single Family Residential	300	x			=	
Multi-Family						
less than 1,600 SF per unit	150	x			=	
1,600 SF per unit but less than 3,000 SF per unit	240	x			=	
3,000 SF per unit and greater	300	x			=	
Airports						
per passenger per day	4	x			=	
add per employee	15	x			=	
Barber and beauty shops per service chair	75	x			=	
Bowling Alley per lane	50	x			=	
Car Wash						
automated, per car	45	x			=	
automated, with water recovery	8	x			=	
self service, per car	12	x			=	
self service, with water recovery	6	x			=	
Country Clubs						
per resident, or	100	x			=	
per member or patron	25	x			=	
add per employee per 8 hour shift, or	15	x			=	
per member (with showers)	30	x			=	
add per employee per 8 hour shift (with showers)	25	x			=	
apartment/multi-purpose clubhouse per restroom	250	x			=	
Doctors and Dentist offices						
per practitioner	250					
add per employee per 8 hour shift	15	x			=	
Factories, exclusive of industrial wastes, per employee 8 hr shift						
no showers provided	15	x			=	
showers provided	25	x			=	
Flea Market open 3 days or less per week						
per non-food service vendor space	15	x			=	
add per food service establishment using single service						
articles per 100 sf of floor space	50	x			=	
per limited food service establishment	25	x			=	
Flea Market open more than 3 days per week						
per non-food service vendor space	30	x			=	
add per food service establishment using single service						
articles per 100 sf of floor space	100	x			=	
per limited food service establishment	50	x			=	

Utility Service Application ERC Calculation Spreadsheet
for Multi-family and Non-residential Developments (page 2 of 3)

	Unit Average Daily Demand (gpd)		Existing/ Previous Use	Proposed Use		Total Net Average Daily Demand (gpd)
Food service operations						
restaurant open 16 hours or less per day, per seat	40	x			=	
restaurant open more than 16 hours per day, per seat	60	x			=	
restaurant serving single service articles only and open						
16 hours a day or less, per seat	20	x			=	
restaurant serving single service articles only and open						
more than 16 hours a day, per seat	35	x			=	
bar and cocktail lounge per seat	20	x			=	
add per pool table or video game	20	x			=	
drive-in restaurant, per car space	15	x			=	
carry-out only, including caterers	50	x			=	
add per 100 SF of floor space	50	x			=	
add per employee per 8 hr shift	15	x			=	
institutions per meal	5	x			=	
food outlets excluding deli, bakery, or meat department						
per 100 SF of floor space	10	x			=	
add per deli per 100 SF of floor space	40	x			=	
add for bakery per 100 SF of floor space	40	x			=	
add for meat department per 100 SF of floor space	75	x			=	
add per toilet	200	x			=	
Hotels and motels						
regular per room	100	x			=	
resort hotels, camps, cottages (per room)	200	x			=	
add for self-service laundry, per machine	750	x			=	
Laundromats, launderette, self-service laundry facilities,						
per machine	260	x			=	
Trailer park for recreational vehicles						
per space (overnight) without water and wastewater	50	x			=	
travel trailer (overnight) with water and sewer hookup,						
per trailer space	75	x			=	
Office buildings						
(a) per employee per 8 hr shift, or	15	x			=	
(b) per 100 SF of floor space, whichever is greater	15	x			=	
Recreational / Sports facility						
per person	5	x			=	
per person (with showers)	10	x			=	

Utility Service Application ERC Calculation Spreadsheet
for Multi-family and Non-residential Developments (page 3 of 3)

	Unit Average Daily Demand (gpd)		Existing/ Previous Use	Proposed Use		Total Net Average Daily Demand (gpd)
Service stations / convenience store per toilet						
open 16 hours per day or less	250	x			=	
open more than 16 hours a day	325	x			=	
Shopping centers without food or laundry per 100 SF of floor space	10	x			=	
Stadiums, arenas, race tracks, ball parks per seat	4	x			=	
Stores per 100 SF of floor space	10	x			=	
Swimming and bathing facilities, public, per person	10	x			=	
Theaters and auditoriums, per seat	4	x			=	
Veterinary clinics						
per practitioner	250	x			=	
add per employee per 8 hour shift	15	x			=	
add per kennel, stall or cage	20	x			=	
Warehouses per employee per 8 hour shift	15	x			=	
Warehouses / mini-storage						
per bathroom	250	x			=	
add for onsite manager apartment	140	x			=	
Churches per seat	3	x			=	
Hospitals per bed	215	x			=	
Nursing, rest homes per bed	115	x			=	
Parks, public picnic						
with toilets only per person	5	x			=	
with bathhouses, showers and toilets per person	10	x			=	
Public institutions other than schools and hospitals per person						
(not including kitchen waste flows)	100	x			=	
Schools per student						
day type	10	x			=	
add for showers	4	x			=	
add for cafeteria	4	x			=	
add for day school workers	15	x			=	
boarding type	75	x			=	
daycare	10	x			=	
add per day care worker	15	x			=	
Work or construction camps, semi-permanent, per worker	50	x			=	
				GPD Total		

All other residential, commercial, institution not listed, and all conflicts are to be determined by the Tampa Water Department Director.

GPD Total
300

CIAC policy and information available at: tampagov.net/CIAC

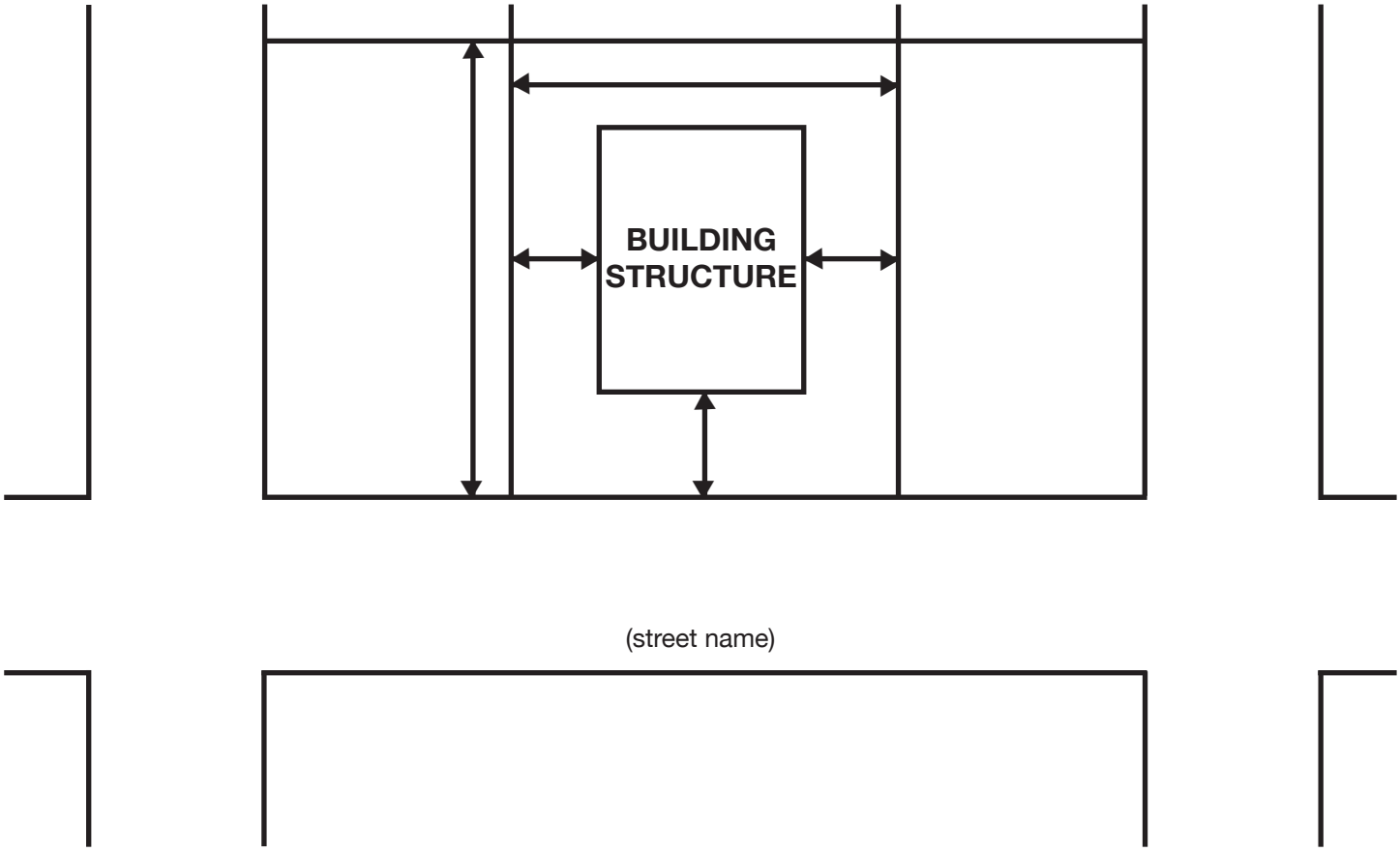
City of Tampa Water Department
Water Meter Placement Form

Please indicate, with an "X", where on your property you would like your meter installed. Show driveways, fences and other obstruction. Designate nearest intersecting streets and direction. If converting from a well, please indicate existing well location with a "W."

Name: _____

Address: _____

Phone: _____



Please note: If meter placement is not indicated, the City of Tampa will select the most appropriate meter placement location. Additionally, the City of Tampa reserves the right to place the meter in an alternate location if they cannot accommodate the customers request.

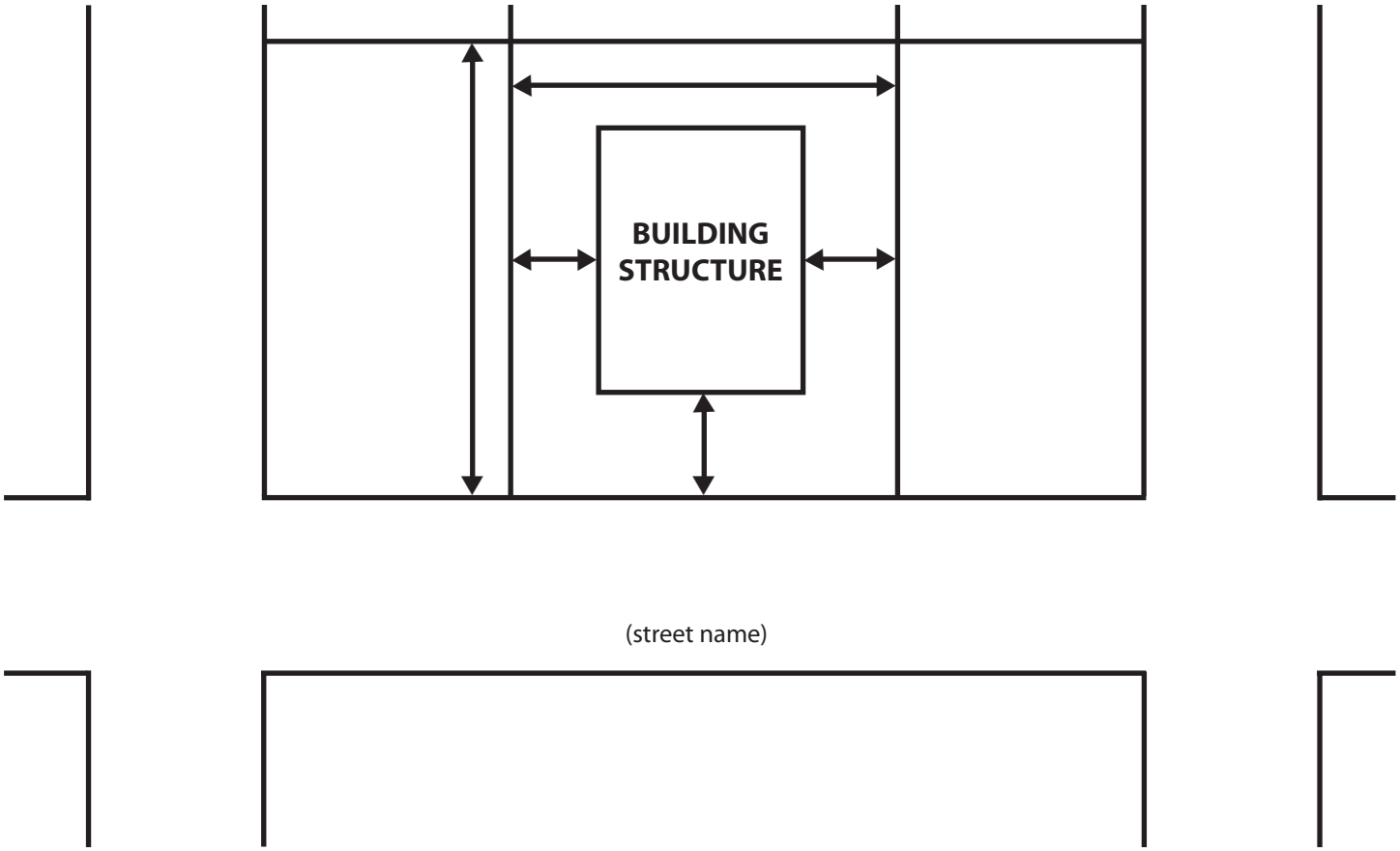
City of Tampa Wastewater Department
Sewer Lateral Placement Form

This form should be used for addesses where no sewer service laterals are present or a new location is requested (or submit a site plan). Please indicate with an "X", where on the property you would like the lateral installed. Show driveways, fences and existing obstructions. Designate nearest intersecting streets and direction (Costs and installation will be delayed until this form or a site plan is received).

Name: _____

Address: _____

Phone: _____



Please note: if lateral placement is not indicated, the City of Tampa will select the most appropriate lateral placement location. Additionally, the City of Tampa reserves the right to place the lateral in an alternative location if they cannot accommodate the customers request.

Notes

Notes