



# INFORMATION FOR NEW WATER HOOKUPS

TOWN OF ULYSSES DEPARTMENT OF PUBLIC WORKS

## Water District 3

A copy of this form and additional information about the Water Department and Water District 3 can be found at:

<https://townofulyssesny.gov/departments/water-district/>

See [§200-4](#) for the complete Town Code section describing installation and maintenance requirements.

### 1. Applications

- This application is for properties that are eligible for water service in Water District 3.
- Permits are issued after the application is completed by the property owner AND town-approved contractor and the fee is paid.
- Permits are valid for one year.
- A sample site plan sketch/drawing of the project must be submitted and must include the following:
  - The location of your well, septic system, driveway and notable landmarks (like trees).
  - The desired location of your new meter
  - If known, the distance (in feet) from the water hookup on your property to the tap into the town's main line.

### 2. Construction

- Please refer to the [Ulysses' Standard Specifications guide](#) for specs
- Only town-approved contractors may perform construction.
  - Check the town's **Approved Contractor List** or complete the **New Contractor Application** if necessary.
- **Any work on taps and valves MUST be coordinated with the DPW Director.**
- If a water line needs to go under the road, applicable permits will need to be secured from the **Tompkins County Highway Department**:
  - <https://www.tompkinscountyny.gov/highway/permits>
- The town will install the water meter and remote reader and bill the property owner for the cost of the equipment.

### 3. Inspections

- No piping of any kind may be covered until it has been inspected by the DPW Director.  
**If piping is covered before inspection, it will be the full responsibility of the property owner to uncover it.**
- Please plan to schedule your inspection with the town **at least 72 hours in advance.**
- Commercial properties will need a cross-connection inspection to determine if backflow prevention is needed.



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## Water Fees

### Plumbing Permit Fees - \$260

#### Includes the following:

- Up to 5 inspections
- Determination of whether service will require backflow prevention device
- Internal inspections for pressure regulator, temperature and pressure valve, boiler backflow preventers, vacuum breakers on hose bibs, proper disconnection of well supply
- Inspection of water service line from curb box to house
- Flushing of water service line
- Installation of water meter and remote reader (cost of equipment billed to customer)
- Field measurements of curb box and water service line after installation

### Other Fees:

- The Property Owner is responsible for any additional equipment charges that will be required to complete the project.
- These additional charges may include but are not limited to items such as meters, main taps, curb boxes, etc.
- Additional charges will be added to the property owner's water billing account.

### Further Questions?

Please contact the Department of  
Public Works Director during  
business hours at **(607) 387-6230**.



# APPLICATION FOR NEW WATER HOOKUPS

TOWN OF ULYSSES DEPARTMENT OF PUBLIC WORKS

Office Use Only	
Permit Fee	
Permit #	
Check #	

This form must be completed by the owner or an authorized agent.  
Please complete and sign below. Both the **owner and contractor** must initial and sign some sections of this application.  
Incomplete applications will not be accepted.

CONTACT INFORMATION				
OWNER				
ADDRESS				
CITY		STATE		ZIP
PHONE		EMAIL		
CONTRACTOR				
ADDRESS				
CITY		STATE		ZIP
PHONE		EMAIL		
PRIMARY CONTACT: APPLICANT      OWNER      OTHER, PLEASE SPECIFY BELOW				
NAME				
PHONE		EMAIL		

BILLING INFORMATION				
<i>*If different from owner address listed above, provide the address where quarterly bills will be sent after work is complete.</i>				
NAME				
ADDRESS				
CITY		STATE		ZIP

PROPERTY INFORMATION				
ADDRESS				
PARCEL NO(S)				
<i>If unknown, Parcel # can be found using the search tool at <a href="https://www.tompkinscountyny.gov/assessment/online">https://www.tompkinscountyny.gov/assessment/online</a></i>				
BUILDING TYPE (Check all that apply)	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial: _____	<input type="checkbox"/> New Building <input type="checkbox"/> Existing Building	<input type="checkbox"/> Single Family <input type="checkbox"/> 2- Family Home <input type="checkbox"/> Residential Accessory Building	<input type="checkbox"/> Apartments <input type="checkbox"/> Mobile Home Park

**Please complete the next page of this form.**

**AGREEMENT & SIGNATURE**

The following section of the application must be completed by both the contractor and the property owner.

Contractor Initials	Owner Initials	<b>Please read and initial each statement below, then sign and date at the end of the form.</b>
		I will ensure proper plumbing work under this permit in accordance with the New York State Uniform Fire Prevention and Building Code (1-84), rules and regulations, the laws of the municipality, and the Ulysses Standard Specifications and Details for Water Facilities.
		I understand that the property owner is responsible for additional fees and charges related to the work.
		I understand that inspections need to be scheduled at least 72 hours in advance.
		I understand that water bills will be generated quarterly on active services and that those bills are the sole responsibility of the property owner.
		I understand that no plumbing may be covered until it has been inspected by the town.
		I understand that if plumbing is covered before an inspection is completed by the town, it will be the full responsibility of the property owner to uncover plumbing.
		I am the property owner or an authorized agent.

Contractor's Signature	
Name (printed)	
Owner's Signature	
Name (printed)	
Submitted by	
Date	

**Office Use Only**

Date Received			
Permit Number			
Contractor Insurance Current?			
Water Account Number			
Fee Paid?		Date	
Building Department Approval			
Zoning Department Approval			
Water Department Approval			

Office Use Only				
<b>Service Location</b>				
<b>Permit Number</b>				
Inspections				
	Water service			
	Tap only			
	Boiler back flow			
	Underslab			
	Hose Bib/ASD			
	Well Cross-Connection			
	PRV			
	Backflow Preventer			
	Basement Wall Sleeve			
Basic Information				
Main size				
Tap size				
Depth				
Side of Main				
Meter Pit Location				
Curb Box				
Style	With rod? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Location				
Meter Head #				
Serial #				
Initial Meter Reading				
	Main to curb box	Meter pit	Curb box to house	
Date installed				
By whom				
Material				
Size				
Additional Charges to Customer				
Date	Item	Quantity	Cost	Invoice Date
	Curb box			
	Corp stop			
	4x4 post			
	Meter – ¾" local			
	Meter > ¾"			
	Backflow admin fee			
	Backflow app review			
	Backflow certification inspection			
	Tap – ¾"			
	Tap > ¾"			
	Compression valve curb stop			
	Straight coupler			
		TOTAL	\$	