



WATER AND SEWER APPLICATION PACKET CHECKLIST:

This checklist is to ensure that your application for water and sewer service is processed as soon as possible. A copy of the application can be picked up, mailed, faxed or emailed by the Braddock Water Authority or the Braddock Borough Municipal Office, but the completed and signed application and any accompanying documents must be submitted in person at the Borough of Braddock Municipal Office located at:

415 Sixth Street - Braddock, PA 15104

The application is also accessible on our websites (www.braddockwater.com or www.braddockborough.com). Applications and documentation must be submitted in person, at the Braddock Borough Municipal Office. If you are a developer, you are required to meet with the BWA team to review your plans.

Required by all Applicants:

- Application completed and signed by owner or landlord and occupant; when rental property, landlord and occupant's names must both be on the application
- \$25 connect or continuance of service application fee
- Completed and approved Building Inspection Unit (BIU) Occupancy certification
 - Application for inspection completed by Owner and/or Landlord
 - Applications can be attained at the Borough Office
 - Appointments for inspection are to be scheduled by contacting the BIU directly
 - Pay fee as specified by the BIU
- Submit BIU "building permit" for temporary water or "certificate of compliance" for permanent water service
- Completed and approved Braddock Water Authority and Sewer Department inspections
- Confirmation that there are no outstanding water or sewer bills owed by the Owner, Landlord or occupant
- Confirmation that there are no outstanding bills associated with the property (water or sewer)
- Proof of owner / landlord ownership with date of acquisition or settlement (i.e., deed, escrow account)
- Proof of identification for all parties (owner, landlord and occupant)

**Application submitted by Third Party Representative of Owner and/or Landlord:
All information listed above, plus**

- Proof of Authorized Agent Representation

**Tenant documentation – in addition to the information required by all applicants,
tenants must also provide**

- A Copy of signed lease bearing the effective date of the lease agreement and the name and address of the owner, landlord or authorized agent.
- Proof of identification

Once all documentation has been submitted and a BIU inspection approval certification issued, the BWA will process the application.

- A work order will be submitted for water service to be turned on.
- The BWA will call the contact person to schedule an appointment for service to be turned on.

This process can take up to 2-3 weeks from application for service. Please allow time for this process.

PLEASE NOTE: This process must be followed every time for a new customer, including when landlords have a change of a tenant in a rental unit. Submitting incomplete or inaccurate information will result in delayed response. Changes to information provided may void this form and require a new application.

APPLICATION FOR SEWAGE SERVICES (UPPER LEVEL)

415 Sixth Street, Braddock, PA 15104 ---412-351-2272 (phone)--- 412-351-4877 (fax)

Water and sewage are two separate utility services. Water service is managed by the Braddock Water Authority and sewer services are managed by the Borough of Braddock Sewer Department. This application is for NEW connections OR to request a change-of-use or transfer-of-use for an existing building, addition, alteration, service upgrade, OR to request availability of service, OR other change to an existing building or service. Completion of this application, an account will be generated for both water and sewage. Separate bills will be sent out for each service and you will be responsible for payment of both services.

POINT OF CONTACT INFORMATION			
SELECT OPTIONS	<input type="checkbox"/> OWNER/LANDLORD	<input type="checkbox"/> TENANT	<input type="checkbox"/> THIRD PARTY REPRESENTATIVE OR AGENT
	<input type="checkbox"/> NEW SERVICE	<input type="checkbox"/> CONTINUED SERVICE	
APPLICANT'S NAME:			
COMPANY NAME (if applicable)			
HOME PHONE:		MOBILE PHONE:	
E-MAIL ADDRESS:			
PROPERTY WHERE UTILITY SERVICE IS REQUESTED – STREET ADDRESS AND LEGAL DESCRIPTION			
PROPERTY STREET ADDRESS:			
PARCEL NUMBER:			
EFFECTIVE DATE FOR SERVICE TO BEGIN: (NOTE: cannot receive same day service)			
HAVE YOU EVER HAD SERVICE FROM THE BRADDOCK BOROUGH SEWER DEPARTMENT?			
<input type="checkbox"/> YES	DATE OF PREVIOUS SERVICE:		
	PREVIOUS ACCT. # OR ADDRESS SERVED:		

APPLICATION FOR WATER SERVICES (LOWER LEVEL)

415 Sixth Street, Braddock, PA 15104 ---412-351-2272 (phone)--- 412-351-4877 (fax)

Water and sewage are two separate utility services. Water service is managed by the Braddock Water Authority and sewer services are managed by the Borough of Braddock Sewer Department. This application is for NEW connections OR to request a change-of-use or transfer-of-use for an existing building, addition, alteration, service upgrade, OR to request availability of service, OR other change to an existing building or service. Completion of this application, an account will be generated for both water and sewage. Separate bills will be sent out for each service and you will be responsible for payment of both services.

POINT OF CONTACT INFORMATION		
SELECT OPTIONS	<input type="checkbox"/> OWNER/LANDLORD	<input type="checkbox"/> TENANT
	<input type="checkbox"/> NEW SERVICE	<input type="checkbox"/> THIRD PARTY REPRESENTATIVE OR AGENT
APPLICANT'S NAME:		
COMPANY NAME (if applicable)		
HOME PHONE:	MOBILE PHONE:	
E-MAIL ADDRESS:		
PROPERTY WHERE UTILITY SERVICE IS REQUESTED – STREET ADDRESS AND LEGAL DESCRIPTION		
PROPERTY STREET ADDRESS:		
PARCEL NUMBER:		
ADDITIONAL NOTES:		
EFFECTIVE DATE FOR SERVICE TO BEGIN: (NOTE: cannot receive same day service)		
HAVE YOU EVER HAD SERVICE FROM THE BWA?		
<input type="checkbox"/> YES	DATE OF PREVIOUS SERVICE:	
	PREVIOUS ACCT. # OR ADDRESS SERVED:	
<input type="checkbox"/> NO	NAME OF PREVIOUS UTILITY COMPANY:	
	ADDRESS SERVED:	

UTILITY SERVICES REQUESTED

<input type="checkbox"/> Domestic (Potable) Water	Meter Size <input type="checkbox"/> 5 / 8 inch <input type="checkbox"/> 3 / 4 inch <input type="checkbox"/> 1 inch <input type="checkbox"/> 2 inch <input type="checkbox"/> 3 inch <input type="checkbox"/> 4 inch <input type="checkbox"/> 6 inch <input type="checkbox"/> 8 inch
<input type="checkbox"/> Fire Hydrant Usage	
<input type="checkbox"/> Tap In Fee	Tap Size <input type="checkbox"/> 5 / 8 inch <input type="checkbox"/> 3 / 4 inch <input type="checkbox"/> 1 inch <input type="checkbox"/> 2 inch <input type="checkbox"/> 3 inch <input type="checkbox"/> 4 inch <input type="checkbox"/> 6 inch <input type="checkbox"/> 8 inch
<input type="checkbox"/> Landscape Irrigation Water <input type="checkbox"/> Fire Protection System	Meter Size <input type="checkbox"/> 5 / 8 inch <input type="checkbox"/> 3 / 4 inch <input type="checkbox"/> 1 inch <input type="checkbox"/> 2 inch <input type="checkbox"/> 3 inch <input type="checkbox"/> 4 inch <input type="checkbox"/> 6 inch <input type="checkbox"/> 8 inch
<input type="checkbox"/> OTHER Water Service Describe use	Meter Size <input type="checkbox"/> 5 / 8 inch <input type="checkbox"/> 3 / 4 inch <input type="checkbox"/> 1 inch <input type="checkbox"/> 2 inch <input type="checkbox"/> 3 inch <input type="checkbox"/> 4 inch <input type="checkbox"/> 6 inch

REASON FOR USE

<input type="checkbox"/> NEW Construction	<input type="checkbox"/> NEW Construction: REPLACEMENT Building	<input type="checkbox"/> EXISTING Building current connected to municipal utilities <input type="checkbox"/> Change-of-use or Transfer-of-use <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Service upgrade/service change Current account #: Water: Sewer:
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EXISTING Building: <input type="checkbox"/> Separation of Server <input type="checkbox"/> Combine Service Current Account #: Water: Sewer:	Street Address(es) for New Water Meter(s): 1. 2. 3. Street Address(es) for Existing Water Meter(s): 1. 2. 3.
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SPECIFIC PROPOSED USE OF PROPERTY OR BUILDING WHERE UTILITY SERVICE IS REQUESTED

<input type="checkbox"/> RESIDENTIAL USE				
<input type="checkbox"/> Single-Family House	<input type="checkbox"/> Multi-Family Number of Units:			
<input type="checkbox"/> NON-RESIDENTIAL USE				
<input type="checkbox"/> Office or Retail	<input type="checkbox"/> Medical / Dental	<input type="checkbox"/> Convenience Store	<input type="checkbox"/> Repair Service	<input type="checkbox"/> Barber Shop/ Beauty Salon/Spa
<input type="checkbox"/>				
<input type="checkbox"/> Warehouse Storage	<input type="checkbox"/> Manufacturing		<input type="checkbox"/> Hotel/Motel	<input type="checkbox"/> B&B / Inn
<input type="checkbox"/>				
<input type="checkbox"/> Restaurant – full Service	<input type="checkbox"/> Restaurant – Single service	<input type="checkbox"/> Bar or Game room		<input type="checkbox"/> OTHER
<input type="checkbox"/> No Seating Carry out / Catering Only	<input type="checkbox"/> No Seating Bakery	<input type="checkbox"/> No Seating Deli		<input type="checkbox"/> No Seating Meat / other Market

OTHER INFO		
OCCUPANT'S NAME (IF DIFFERENT FROM APPLICANT):		
PHONE:	HOME:	CELL:
E-MAIL ADDRESS:		
BILL MAILING ADDRESS (IF DIFFERENT FROM SERVICE ADDRESS):		
CITY	STATE	ZIP
IS THE ADDRESS TO BE SERVICED A NEW DEVELOPMENT?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
NATURE OF WATER USE:		
<input type="checkbox"/> RESIDENTIAL HOME	<input type="checkbox"/> APARTMENT	APARTMENT NAME
<input type="checkbox"/> COMMERCIAL BUSINESS	TYPE OF BUSINESS AND TITLE:	
<input type="checkbox"/> INDUSTRIAL	TYPE OF BUSINESS AND TITLE:	
HAVE YOU EVER HAD SERVICE FROM THE BWA OR SEWER DEPARTMENT? (IF DIFFERENT FROM APPLICANT)		
<input type="checkbox"/> YES	DATE OF PREVIOUS SERVICE:	
	PREVIOUS ACCT.# OR ADDRESS SERVED:	
<input type="checkbox"/> NO	NAME OF PREVIOUS UTILITY COMPANY:	
	ADDRESS SERVED:	

I hereby make an application for services from Braddock Borough for Water and Sewage and agree to abide by the Rules and Regulations.

RESPONSIBLE PERSONS SIGNATURE

DATE

OWNER:	
LANDLORD:	
TENANT:	
THIRD PARTY REPRESENTATIVE	

BWA AND SEWAGE DEPARTMENT USE ONLY

RECEIVED BY:	
APPROVED BY:	
DEPOSIT/FEE	
DATE APPROVED:	
DATE WATER TURNED ON:	

ACCOUNT NUMBER	
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ADDITIONAL INFORMATION

The following information if requested by the Federal Government in order to monitor compliance with Federal Laws prohibiting discrimination against applicants seeking to participate in this program. You are not required to furnish this information but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, we are required to note the race/national origin of individual applicants based on visual observation or surname.

Ethnicity

- Hispanic or Latino
- Not Hispanic or Latino

Race

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

Gender

- Male
- Female
- Other