CITY OF ALBANY
DEPARTMENT OF WATER & WATER SUPPLY
10 NORTH ENTERPRISE DRIVE
ALBANY, NEW YORK 12204
TELEPHONE (518) 434-5300
FAX (518) 434-5332

KATHY M. SHEEHAN
MAYOR

JOSEPH E. COFFEY, JR., P.E.
COMMISSIONER

DATE: September 1, 2010

RE: Water/Sewer Permit Application Process

To our respected contractors,

This letter is being sent to notify you of the new changes to our water and sewer permit process.

In order to apply for a permit, a detailed sketch must be submitted along with your bond, insurance and permit fee. All permits will now undergo a 2-5 business day review. A permit number will not be issued until after this review. Once the permit application has been approved, you will receive an approval letter which will contain your permit number. Also, each approved permit is only good for 30 days. If the deadline expires and the work has not been completed, a new permit will need to be applied for and the base fee will need to be repaid. This notification will need to be shown to Department personnel during the final inspection of the job.

In the event of an emergency situation, please contact Luigi DiNardo, the supervisor on duty, or the engineer at 434-5300. A permit number may be issued over the phone, but only if a representative of the Department deems the situation an emergency.

We have enclosed instructions detailing the new permit requirements, including an example of a sketch. Please use this as a reference with your application. It is important that all applicants read, understand, and comply with the new requirements.

If you have questions about the new permit requirements or the application process, you may contact the Department of Water and Water Supply by phone, Monday through Friday, between the hours of 8:30 AM and 4:30 PM at (518) 434-5300 or by e-mail at water@ci.albany.ny.us.

Sincerely,

Luigi DiNardo

Luigi DiNardo, Contractor Foreman, Permit Reviewer

WATER AND SEWER PERMIT
INSTRUCTIONS FOR APPLICANTS

No person shall uncover, make any connection with or opening into, use, alter, or disturb any public water or sewer line of appurtenances thereof, without first obtaining a written permit from the Department of Water and Water Supply.

To apply for a water or sewer permit, the applicant shall file a completed permit form with the Department of Water and Water Supply. The following shall be provided with the completed permit form at the time the application is filed:

- Plans, specifications, or other information as required by the Department;
- Permit and Inspection fees;
- Certificate of Insurance; and
- Performance Bond;

The attached pages contain information regarding these submittal requirements. Please note that if the water or sewer work is located within the City's right-of-way, a City of Albany Street and Sidewalk Opening Permit is required. The Street and Sidewalk Opening Permit is required for <u>any</u> work within the City's right-of –way (i.e., street, curb, sidewalk, lawn, etc. ...). This permit application is available at the City of Albany Department of General Services.

Applicants must plan for adequate time for review and approval by the City, and any other involved agencies. Generally, the greater the scope, the longer the permit review and approval process will take. A telephone call to the Department of Water and Water Supply, well in advance of any scheduled work, can provide early guidance. It is important that all applicants read and understand and comply with the City's requirements.

Individuals with questions about permit requirements or the application process may contact the Department of Water and Water Supply, Monday through Friday, between 8:30 am and 4:30 pm as follows:

City of Albany Department of Water and Water Supply
10 North Enterprise Drive
Albany, New York 12204
Telephone: (518) 434-5300
Fax: (518) 434-5332

<u>Excavations for water and sewer services</u> (General requirements)

- The water and sewer permittee is responsible for all necessary excavation work.
- All excavations must be in compliance with EXCAVATION STANDARD 29 CFR PART 1926 SUBPART (P) of the current OSHA regulations, prior to any Water Department staff entering the excavation.

- The contractor must provide a form of egress form the excavation.
- The contractor must supply a pump for dewatering purposes.
- The Water Department staff must inspect all water and sewer service work prior to backfilling the excavation.

Requirements for New Water Service Taps

- All water service taps are made by Water Department staff
- Schedule time and date for the tap with the Water Department Dispatcher **(518) 434-5332) at least 48 hours in advance)**.
- All existing water services and branches at the water main must be terminated by the contractor at the property owners expense before a new service can be established

Taps up to and including 2" in diameter

- The City of Albany does not supply any corporation stops, tap bend connectors or tap saddles. Depending on the size of the tap to be installed, saddles may not be needed. Water Department staff will make this determination. **The contractor performing the work must provide all plumbing supplies including the corporation stop and gooseneck.** The City of Albany has standardized on using the following corporations stops – Ford F 600 for ¾ inch and Ford F-B 600 for 1, 1 ½, and 2 inch. Tap saddles, when required, are also standardized to be ford manufactured.
- The City currently uses manual and battery operated tapping equipment.

Taps larger than 2" in diameter

- The contractor must supply a **stainless steel tapping sleeve** for all wet cuts. No other type of sleeve will be allowed on the City of Albany owned water mains.
- The contractor must clean the water main in the area to be tapped.
- All wet sleeves and valves must be pressure tested to **150 psi.** **This test must be witnessed by the City of Albany Water Department staff.**
- The contractor must supply the water test pump.
- The contractor must supply an air compressor capable of obtaining a continuous air pressure of **125 psi** for the purpose of supplying air to the drilling machine used by the City of Albany Water Department staff.
- The contractor must supply a backhoe with an experienced operator to assist in lowing and raising the drilling machine in and out of the excavation.
- When the outside temperature is below 32 degrees Fahrenheit, the contractor must supply an approved heat source to protect the equipment from freezing.

Requirements for new sewer service laterals

- The contractor supplies all the materials to construct the sewer lateral including the saddle for the sewer main.
- The contractor will do all installation work for the lateral including the connection to the sewer main. All City Code requirements will be adhered to.

Requirements for final inspection of service

- The excavation will not be backfilled until the water and/or sewer service has been inspected by the Department of Water staff.
- The contractor will schedule the final inspection of the service with the Water Department Dispatcher a **(518) 434-5322**, giving the Department as much advance notice as possible. The Department will endeavor to conduct the inspection within 4 hours of being notified. Inspections will be scheduled during regular operating hours, Monday through Friday. In case of emergency or special circumstances pre-approved by Water Department management, inspections may be conducted during holidays and weekends.
- It is the responsibility of the contractor to ensure that a Department representative is present for the required inspection. If the contractor backfills the trench prior to the Department representative's inspection, the Department will require the contractor, at the contractor's sole cost, to remove all work up to a point, at the Department's discretion.
- If the contractor is not ready for an inspection at the time set by the Department, the contractor must contact the Department Dispatch a minimum of one (1) hour prior to the scheduled inspection to reschedule the inspection. If the inspection is scheduled for another day, the contractor shall comply with all City regulations and procedures to protect the area.

City of Albany
Water and Sewer Permit Performance Bond Requirements

SURETY BOND (PERFORMANCE)

Bond # Amount $10,000.00

KNOW ALL MEN BY THESE PRESENTS, that we,_____

_____

as Principal; and the _____

_____

duly authorized to transact business in the State of New York, having an office and usual place of business at _____

_____

as Surety, are held and firmly bound unto City of Albany, City Hall, Eagle Street, Albany, New York in the sum of Ten thousand and no\100 Dollars ($10,000) for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

Signed and sealed with our seals this _____ day of _____, 200_____.

WHEREAS, the above bounden Principal has received and will apply from time to time for permits for the purpose of water, sewer and site restoration work.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH that if the above bounden Principal shall indemnify and save harmless the said City of Albany from all liability, damages, and expenses of every kind and nature, resulting directly, or indirectly to persons or property and arising from and in consequence of any license or permit, and shall well, truly and faithfully perform the duties and privileges pertaining to any license or permit, and shall perform all required water, sewer and site restoration work, then this obligation to void, otherwise to remain in full force and effect.

And shall further indemnify, save harmless and pay the City of Albany any damages, loss, charges, or expenses which, in any way, be sustained or incurred by it in relation to or in connection with any and all such claims, suits, or proceedings at law or in equity.

This bond takes effect _____, 20_____ and expires on _____, 20_____.

CITY OF ALBANY

Water and Sewer Permit
Certificate of Insurance Requirements

Before a permit is granted, the applicant shall provide a certificate of insurance of a duly authorized insurance company, in the sum of one million dollars ($1,000,000) designating the City as additional insured and evincing coverage to indemnify and save harmless the City of Albany from all loss, damage, cost, and liability whatever which the City may sustain or incur by reason of any accident, act or omission of the person to whom such permit is granted or any person employed by him while engaged in such employment and performing any of the work done under or pursuant to such permits.

The applicant shall also provide proof of coverage for compensation and disability insurance.

City of Albany
Department of Water and Water Supply
10 North Enterprise Drive
Albany, New York 12204
(518) 434-5300

ALBANY WATER BOARD
SCHEDULE OF PROPOSED RATE STRUCTURE
EFFECTIVE SEPTEMBER 15, 2012

	RESIDENTIAL/ COMMERCIAL RATE[A] (per 100 cf)	TIER I LARGE USER RATE[C] (per 100 cf)	TIER II LARGE USER RATE[C] (per 100 cf)	UNMETERED RATE (per unit, per cycle)	VACANT PROPERTY (per front foot, per year)
Rates Prior to July 1, 2010	$2.45	$4.44	$5.33	$355.00	$2.21
Rates through September 15, 2011[B]	$2.57	$4.66	$5.60	$355.00	$2.32
Rates Effective September 15, 2012	**$2.67**	**$4.85**	**$5.82**	**$355.00**	**$2.41**

---------- SEWER CHARGE IS BILLED AT 100% OF ABOVE WATER RATES ----------

(A) The minimum water charge for residential customers will be increased 4.0%, from $33.57 (per 4 month billing cycle) to $34.91 (per 4 month billing cycle). The minimum amount includes 1,300 cubic feet of water per billing cycle.

(B) Prior rates were effective July 1, 2010.

(C) Tier I customers are defined as those customers who utilize in excess of 120,000 cubic feet of water per billing cycle. Tier II customers are defined as those customers who utilize in excess of 600,000 cubic feet of water per billing cycle. Tier I and Tier II large user rates apply to all water usage for those customers who meet the user definition.

(D) A 1% monthly finance charge (or 12% annually) is currently charged on any unpaid accounts (those not paid within 30 days of the date billed) based on the average monthly balance of the account. This finance charge will remain unchanged.

(E) A one time penalty of 5% is currently charged to all accounts not paid within 30 days of the initial date of billing. An additional penalty of 5% is currently charged to all accounts delinquent as of November 15 of each year and, as such, subject to rollover and collection by the City of Albany on the City's general taxes. These penalties will remain unchanged.

(F) Albany's water measurements, billings and rates are expressed in units of 100 cubic feet (cf). Approximately 1 cf is equivalent to 7.48 gallons; approximately 100 cf is equivalent to 748 gallons.

ALBANY WATER BOARD
SCHEDULE OF COST RECOVERY AND OTHER COMMERCIAL RATES
EFFECTIVE SEPTEMBER 15, 2012

Air Conditioning (Annual)	
Recirculating	$19.00/H.P.
Non-recirculating	$92.00/H.P.
Refrigeration (applies to existing services only)	
Recirculating	$19.00/Ton
Non-recirculating	$92.00/H.P.
Fire Service/Sprinklers (Annual)	
3" service or less	$181.00
4" service	$296.00
6" service	$539.00
8" service	$718.00
Over 8" service	$1,076.00
Fire Hydrant Charges	
Base permit charge for up to 5,000 gallons (Up to 10 calendar days)	$475.00
Charge for each additional day (beyond 10 days)	$42.00
Charge for each 1,000 gallons (Over 5,000 gallons)	$7.15
Fire hydrant meter deposit	$500.00
Fire hydrant meter back flow valve (city owned) deposit	$200.00
Daily use fee (up to 10 calendar days)	$10.00
Charge for each additional day beyond (10 calendar days)	$20.00
Fire hydrant meter back flow valve (private owned) inspection only	$25.00
Unauthorized hydrant use fee/penalty	$1,000.00

Closing Meter Reading Charge
A charge of $50.00 will be made for each closing reading taken by Water Department personnel.

Fire Flow Charges
$330.00 each test.

Turn On/Shut Off Charges
Curb box $40.00; branch valve $55.00 (4" or larger).

Missed Appointment Charge
A charge of $50 will be assessed for any missed appointment/no show (after the second attempt).

Other
Charges for labor and materials, for work performed on private property pursuant to a signed consent form, will be billed on a flat basis.

ALBANY WATER BOARD
SCHEDULE OF MATERIAL AND LABOR FEES
EFFECTIVE SEPTEMBER 15, 2012

Tapping Charges

¾"	$389.00
1"	$486.00
1 ½"	$584.00
2"	$683.00
4"	$879.00
6"	$1,073.00
8"	$1,268.00
12"	$1,455.00

All tapping rates include material and equipment charges.

Fees on Water Meters

Meter with Orion Head 5/8"	$211.00
Meter with Orion Head 1"	$321.00
Meter with Orion Head 1-1/2"	$645.00
Meter with Orion Head 2"	$810.00
Meter only: 5/8"	$66.00
Meter only: 1"	$190.00
Meter only: 1-1/2"	$504.00
Meter only: 2"	$728.00
Orion Head only: 5/8" through 2"	$160.00

Fees on water meters are based upon current market conditions and are subject to change. Please call for current prices of meters or heads in excess of 2".

Due to uncertain freight costs, the Albany Water Board reserves the right to adjust the costs for meters and heads.

ALBANY WATER BOARD
SCHEDULE OF MATERIAL AND LABOR FEES
EFFECTIVE SEPTEMBER 15, 2012

Frozen meter replacements
Customer will be charged for the cost of a new meter, for the size currently in place, plus labor and materials:

- Labor charge during working hours: $170.00 (Plus cost of meter)
- Labor charge during non-working hours: $255.00 (Plus cost of meter)

Water Service Repair Charges/Termination	
¾" up to 1" service repair	$4,673.00
1 ¼" up to 2" service repair	$5,102.00

Fire Branch and Private Water Main Repair Charges	
4"	$4,736.00
6"	$4,873.00
8"	$4,983.00

Other Fees/Charges:
Base permit fee on all water and sewer applications: $55.00

New sewer connection fees:

Residential	$155.00
Commercial	$365.00
Industrial	$675.00

Hydrant Repair/Replacement Fees:

Repair	$520.00 (plus materials)
Replacement	$4,673.00

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Permit # _____

CITY OF ALBANY
WATER AND SEWER SERVICE PERMIT

Service Address: _____ Date: _____

Property Owner's Name: _____

Applicant's Name: _____ Phone: _____

Address: _____ Fax: _____

E-Mail Address: _____

Water Service: (Check all that apply)

- ☐ Residential
- ☐ New Service
- ☐ Domestic
- ☐ Commercial
- ☐ Service Re-Hab
- ☐ Fire Protection
- ☐ Industrial
- ☐ Termination

Size of Service: _____

Contractor's Name: _____ Phone: _____

Address: _____

Sewer Service: (Check all that apply)

- ☐ Residential
- ☐ New Service
- ☐ Sanitary Sewer
- ☐ Commercial
- ☐ Service Re-Hab
- ☐ Storm Sewer
- ☐ Industrial
- ☐ Termination

Size of Service _____

Contractor's Name: _____ Phone: _____

Address: _____

Plans Designed by: _____

Plans Drawn by: _____

To the best of my knowledge the above information is true and accurate. I have read and understand the provisions of the Code of the City of Albany concerning use of its water and sewer systems and shall comply with said Code. Also, I will be responsible for excavation, removal, and backfilling as required to restore pavement to City specifications, guaranteeing this work for five (5) years.

Applicant's Signature: _____ Date: _____

Please Print Name: _____

Permit # _____

CITY OF ALBANY
WATER AND SEWER SERVICE PERMIT
(FOR DEPARTMENT USE ONLY)

MAINTENANCE DIVISION

Size of Water Main to be Tapped _____ Size of Tap Installed _____

Size of Sewer Main to be Connected _____ Size of Service Installed _____

Approved by _____ Date _____

Water Service Inspected by _____ Date _____

Sewer Service Inspected by _____ Date _____

Comments _____

METERING DIVISION

Correct Service Address _____ Parcel Number _____

Needs new meter? ☐ Yes ☐ No

Size of Meter _____ Meter Serial # _____ Head # _____

Approved by _____ Date _____

Comments _____

FINANCE DIVISION

Bond ☐ Yes ☐ No Date Expires _____

Insurance ☐ Yes ☐ No Date Expires _____

Checked by _____ Date _____

Approved by _____ Date _____

Water Service Charge $ _____

Sewer Service Charge $ _____

Total Permit Charge $ _____

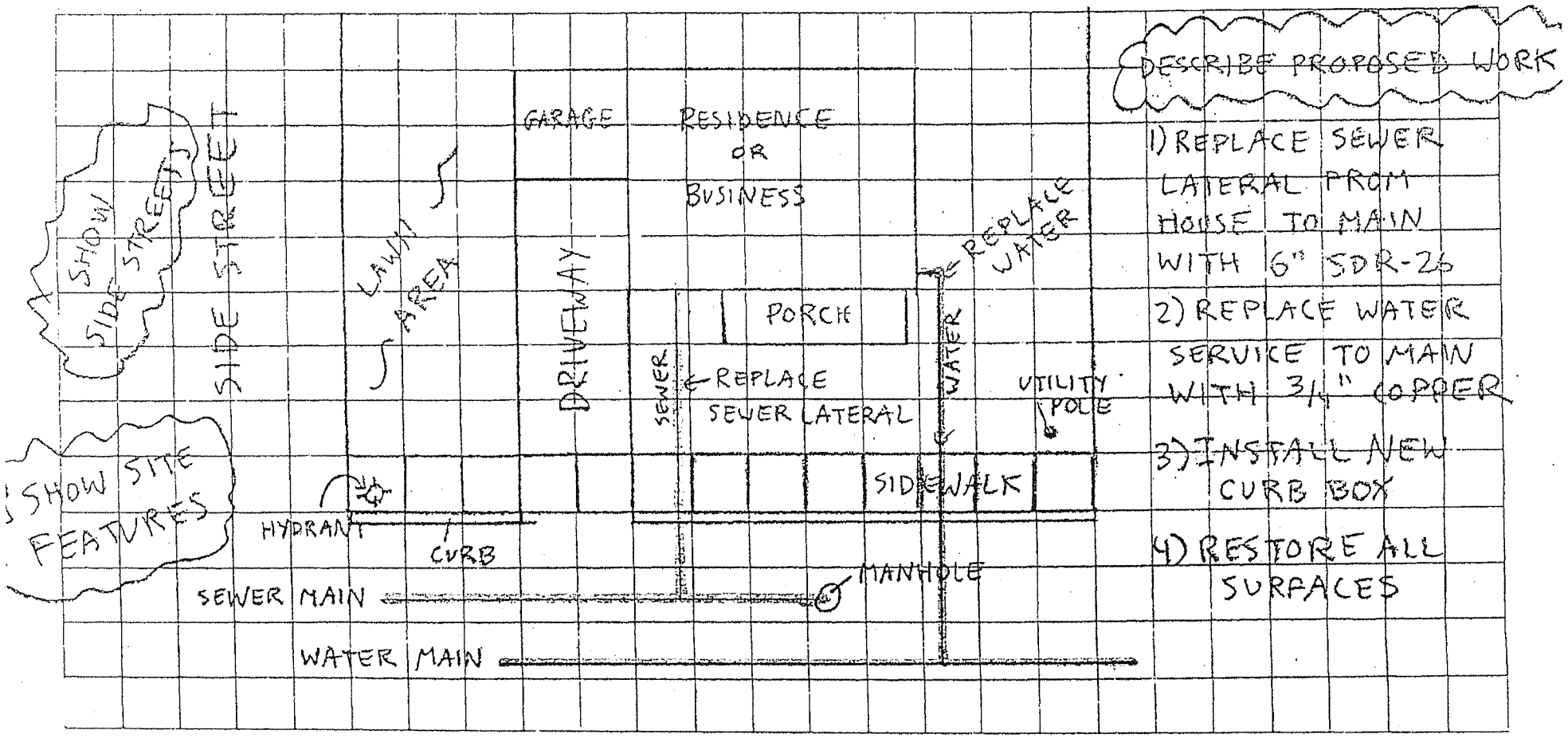
Amount Paid $ _____

Check # _____

CITY OF ALBANY – WATER AND SEWER SERVICE PERMIT SKETCH

Service Address: * EXAMPLE SKETCH * Proposed Start Date: _____

This form shall be used, unless construction plans are to be submitted. Please provide an accurate scaled sketch of the proposed work, including the following:

- Nearest cross streets for reference;
- Description of work to be done (diameter, material, length of pipe);
- Show location of site features (utility poles, hydrants, manholes, valves, overhead and underground utilities, buildings, driveways, curbs, sidewalks, etc.)

KEEP SKETCH NEAT!