



CITY OF ALBANY  
DEPARTMENT OF WATER & WATER SUPPLY  
10 NORTH ENTERPRISE DRIVE  
ALBANY, NEW YORK 12204  
TELEPHONE (518) 434-5300  
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KATHY M. SHEEHAN  
MAYOR

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

## Water and Sewer Permit Application and Information

Effective January 1, 2021

The following is the procedure to file and obtain a Water Sewer Permit with the Department of Water.

1. Complete the attached permit application.
2. Email the completed permit application to [awdpermits@albanyny.gov](mailto:awdpermits@albanyny.gov) including the sketch.
3. Current bonds and insurance must be on file or you will need to provide current bonds and insurance.
4. We will contact you when your account is setup for payment. Permits may be paid online at <https://albanyny.merchantransact.com/> or over the phone by calling customer service at 518-434-5300.
5. Once your payment has been made, a permit approval letter will be issued. Once you have received your permit approval you can start work. Allow 2 – 5 business days from the time a completed application is submitted to receive a permit approval letter.

In an event of an emergency situation, please contact Lisa Merwin at 518-209-4105 or Kurt Carmen at 518-275-5871 (7:30 am - 3:30 pm, week days), or Dispatch at 518-434-5322 (weekends, evenings). 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 the latest permit application (revision date Aug 2020) and instructions detailing the permit requirements. It is important for all applicants to read, understand, and comply with the requirements.

If you have questions about the permit requirement or the application process, please contact the Albany Water Department at 518-434-5300 or email [awdpermits@albanyny.gov](mailto:awdpermits@albanyny.gov).

Sincerely,

Lisa Merwin, CPESC  
Junior Engineer  
Contractor Permit Administrator



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## **WATER AND SEWER PERMIT INSTRUCTIONS FOR APPLICANTS**

No person shall uncover, or make any connection with or opening into, use, alter, or disturb any public water or sewer line or 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 Bonds

The attached pages contain information regarding the submittal requirements. Please note that if the water or sewer work (or any work) is located within the City's right-of-way (i.e. street, curb, sidewalk, lawn, etc.), a City of Albany Street and Sidewalk Opening Permit is required. The Street Opening 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, 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 a.m. and 4:30 p.m.

### Excavations for water and sewer services (General requirements)

- The water and sewer permittee is responsible with EXCAVATION STANDARD 29 CFR PART 1026 SUBPART (P) of the current OSHA regulations, prior to any Water Department staff entering the excavation.
- The contractor must provide a form of egress from 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 Water Department Dispatcher **518-434-5322 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 the 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"
  - Ford F-B 600 for 1 inch, 1 ½ inch and 2 inch
- The City currently uses manual and battery operated tapping equipment

#### Taps larger than 2" in diameter:

- The contractor must supply **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 we 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 obtain a continuous are 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 lowering 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 material 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 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 at **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 require 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, remove all work up to appoint, 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.

### Attachments:

Albany Water Board Fees (Pages 1-4)  
City of Albany Water and Sewer Permit Performance Bond  
Example of Performance Bond (2 pages)  
City of Albany Water Department Certificate of Insurance Requirements  
Water and Sewer Permit Application Checklist (Form 1)  
Water and Sewer Permit Application (Forms 2 thru 4)  
Water and Sewer Permit Sketch Example  
Trench Excavation and Back Fill Requirements  
Trench Excavation and Back Fill Detail