



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

Water and Sewer Permit Application and Information

Effective August 5, 2020

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 Lisa Merwin (lmerwin@albanyny.gov) and Kurt Carman (kcarman@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.merchanttransact.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 lmerwin@albanyny.gov or kcarman@albanyny.gov.

Sincerely,

Lisa Merwin, CPESC
Junior Engineer
Contractor Permit Administrator



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

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 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 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

ALBANY WATER BOARD
SCHEDULE OF PROPOSED RATE STRUCTURE
EFFECTIVE JANUARY 1, 2019

	RESIDENTIAL/ COMMERCIAL RATE (A) <u>(per 100 cf)</u>	TIER I LARGE USER RATE (C) <u>(per 100 cf)</u>	TIER II LARGE USER RATE (C) <u>(per 100 cf)</u>	VACANT PROPERTY <u>(per front foot, per year)</u>
Rates Prior to September 15, 2012	\$2.57	\$4.66	\$5.60	\$2.32
Rates through December 31, 2018 ^(B)	\$2.67	\$4.85	\$5.82	\$2.41
Rates Effective January 1, 2019	\$2.72	\$4.95	\$5.94	\$2.46

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

- (A) *The minimum water charge for residential customers will be increased 2.0% from \$34.91 per 120 day billing cycle to \$35.61 per 120 day billing cycle (or, approximately \$0.30 per day).*
- (B) *Prior rates were effective September 15, 2012.*
- (C) *Tier I customers are defined as those customers who utilize in excess of 120,000 cubic feet of water per month. Tier II customers are defined as those customers who utilize in excess of 600,000 cubic feet of water per month. 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.*
- (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.*
- (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.*
- (G) *The system provides certain senior citizen residential owners, meeting age and income limitations, with discounts to the usage rates detailed in the above table.*
- (H) *For users outside the City of Albany's municipal borders who do not have an inter-municipal water purchase agreement, the water rates are effective at 1.5 times the usage rates detailed in the above table.*

ALBANY WATER BOARD
SCHEDULE OF COST RECOVERY AND OTHER COMMERCIAL RATES
EFFECTIVE JANUARY 1, 2019

Air Conditioning (Annual)

Recirculating	\$19.50/H.P.
Non-recirculating	\$94.00/H.P.

Refrigeration (applies to existing services only)

Recirculating	\$19.50/Ton
Non-recirculating	\$94.00/H.P.

Fire Service/Sprinklers (Annual)

3" service or less	\$185.00
4" service	\$300.00
6" service	\$550.00
8" service	\$730.00
Over 8" service	\$1,100.00

Fire Hydrant Charges

Base permit charge for up to 5,000 gallons (Up to 10 calendar days)	\$485.00
Charge for each additional day (beyond 10 days)	\$45.00
Charge for each 1,000 gallons (Over 5,000 gallons)	\$7.30
Fire hydrant meter deposit	\$510.00
Fire hydrant meter back flow valve (city owned) deposit	\$205.00
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

\$340.00 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).

Denial of Access Charge

A charge of \$250.00 will be assessed for denial of access to replace, repair, inspect, or otherwise access Water and Sewer devices and equipment that may be located at private residences.

Theft of Services Charge

A charge of \$650.00, plus value of services stolen, will be assessed to property owners who receive water that is not recorded by the meter. This includes tampering with the meter and/or bypassing the meter.

Other

Charges for labor and materials, for work performed on private property pursuant to a signed consent form, will be billed at the Department of Water and Water Supply's direct costs, plus a 30% overhead fee.

**ALBANY WATER BOARD
SCHEDULE OF MATERIAL AND LABOR FEES
EFFECTIVE JANUARY 1, 2019**

Tapping Charges

3/4"	\$457.00
1"	\$570.00
1 1/2"	\$685.00
2"	\$801.00
4"	\$1,032.00
6"	\$1,258.00
8"	\$1,487.00
12"	\$1,707.00

All tapping rates include material and equipment charges.

Fees on Water Meters

Meter with Orion Head 5/8"	\$250.00
Meter with Orion Head 1"	\$386.00
Meter with Orion Head 1-1/2"	\$759.00
Meter with Orion Head 2"	\$898.00
Meter only: 5/8"	\$78.00
Meter only: 1"	\$229.00
Meter only: 1-1/2"	\$593.00
Meter only: 2"	\$807.00
Orion Head only: 5/8" through 2"	\$188.00

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 JANUARY 1, 2019**

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: \$175.00 (Plus cost of meter)
- Labor charge during non-working hours: \$260.00 (Plus cost of meter)

<u>Water Service Repair Charges/Termination</u>	
¾" up to 1" service repair	\$4,750.00
1 ¼" up to 2" service repair	\$5,200.00

<u>Fire Branch and Private Water Main Repair Charges</u>	
4"	\$4,831.00
6"	\$4,970.00
8"	\$5,083.00

Other Fees/Charges

Base permit fee on all water and sewer applications: \$50.00

New sewer connection fees:

Residential	\$160.00
Commercial	\$370.00
Industrial	\$700.00

Hydrant Repair/Replacement Fees:

Repair	\$530.00 (plus materials)
Replacement	\$4,750.00

Meter Selection:

All meters shall be selected for a minimum 95% accuracy at anticipated low flows. Meter selection and cross-connection control device selection shall be reviewed and approved by the Department of Water and Water Supply.

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 _____, 20__.

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 ____

Example

City of Albany
Water and Sewer Permit Performance Bond Requirements

SURETY BOND (PERFORMANCE)

Bond # 837023153

Amount \$10,000.00

KNOW ALL MEN BY THESE PRESENTS, that we, ABC Construction, Inc.

as Principal; and the XYZ Insurance Company

duly authorized to transact business in the State of New York, having an office and usual place of business at 123 First Street, Boston, MA 02117

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 (\$10,000.00) 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 18th day of May, 2019.

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 be 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 May 18th, 2019 and expires on May 18th, 2030.

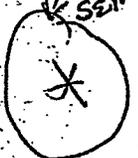
ABC Construction, Inc.

XYZ Insurance Company

John Smith President

Jane Michaels Attorney-in-Fact

XYZ
Insurance
Company
K RAISED
SEAL



EXAMPLE

NOTARIAL JURAT

INDIVIDUAL ACKNOWLEDGEMENT

State of _____]
County of _____] ss:
On this _____ day of _____, _____ before me personally appeared

known to me to be the person _____ described in and who executed the foregoing instrument, and _____ he duly acknowledged to me that _____ he executed the same.

Notary Public

PARTNERSHIP ACKNOWLEDGEMENT

State of _____]
County of _____] ss:
On this _____ day of _____, _____ before me personally appeared

known to me to be a member of the firm of _____ described in and which executed the foregoing instrument, and _____ he thereupon acknowledged to me that _____ he executed the same as and for the act and deed of said firm.

Notary Public

CORPORATION ACKNOWLEDGEMENT

State of New York]
County of Schenectady] ss:
On this 18th day of May, 2019 before me personally appeared

John Smith to me known, who being by me duly sworn, did depose and say: that _____ he resides at Schenectady, New York; that he is President of the corporation described in and which executed the foregoing instrument; that he knows the seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation; and that he signed his name thereto by like order.

Notary Public

SURETY ACKNOWLEDGEMENT

State of New York]
County of Schenectady] ss:
On this 18th day of May, 2019 before me personally appeared

JANE Michael to me known, who being by me duly sworn, did depose and say: that she resides in the City of Scotia, New York; that she is the Attorney-In-Fact of the above signed surety, the corporation described in and which executed the within instrument; that she knows the corporate seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation; and that she signed her name thereto by like order.

Notary Public



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

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**



Permit No. _____

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

WATER & SEWER PERMIT APPLICATION CHECKLIST

The following checklist has been made available to ensure that the permits submitted to the Water Department are reviewed in a timely manner. If the sketch submitted does not have enough information (see Form 4 below), the application will not be approved.

Water/Sewer Permit Completely Filled Out

Form 2 - Permit Application

- Property Owner's Name & Phone Number
- Applicant's Name, Address, & Phone Number
- Contractor's Name, Address, & Phone Number
- Location of Work
- Purpose of Work

Form 4 – Water & Sewer Service Permit Sketch (OR Attach Design Engineer's Plans)

- Location (Street Address)
- Location of Utilities
- Describe Type of Work (Diameter, Material, Length, etc)
- Show Location of Site Features (Buildings, Driveways, Manholes, etc)
- Describe Backfill Operations (Compaction Method)

Original Bonds – Must be on City of Albany Form

- Notarized
- Raised Stamp/Seal

Liability Insurance

Worker's Compensation Insurance (If Applicable)

Payment (Check or Credit Card ONLY) – See Rate Sheet for Fees

Call DIG SAFE NY 72 Hours in Advance

****Water and Sewer Permit Approval Must Be In Hand Before Work Starts****



Permit No. _____

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

WATER AND SEWER SERVICE PERMIT APPLICATION

Property Information: (Complete all sections)

Service Address: _____ Application Date: _____
Property Owner's Name: _____ Property Owner's Phone: _____
Applicant's Name: _____ Applicant's Phone: _____
Applicant's Address: _____ Applicant's E-Mail: _____

General Information: (Complete all sections)

Repairing broken sewer lateral? YES – contaminated *spoils must be removed from site* NO
Installing backwater valve (BWV) through grant program? YES – (BWV Grants needs prior approval) NO
Is BWV being installed inside building? YES – (Plumbing Permit is required from Codes) NO
Terminating water or sewer connections to a building Codes required to be demolished? YES NO

City Approved Projects: (Complete all sections)

Drawing or Sketch on Form 4 is required for all projects

Are water and/or sewage facilities to be turned over to AWB upon completion of Construction? Yes No N/A
Are Stamped & Approved Plans by Department of Planning Attached? Yes No N/A (If N/A sketch required)

ROW and Street Opening Permits: (Complete all sections)

Will work occur in ROW, sidewalk, or street? YES – *STREET OPENING PERMIT IS REQUIRED* NO
Will work occur at the water or sewer main in the lawn? YES – *STREET OPENING PERMIT IS REQUIRED* NO

Street Opening Permit is obtain through DGS attention Gary Bohl 518-462-3519 gbohl@albanyny.gov

Water Service: (Check at least 1 in each column)			
Proposed Start/End Dates: _____			

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Residential

<input type="checkbox"/> Commercial

<input type="checkbox"/> Industrial | <input type="checkbox"/> New Service Connection

<input type="checkbox"/> Service Rehab
Size & Work Type _____

<input type="checkbox"/> Termination (must be at main) | <input type="checkbox"/> Domestic

<input type="checkbox"/> Fire Protection | |
|--|---|---|--|

Replacing lead water service to copper? YES – *Schedule a Tap 48 hours in advance with Dispatch* NO

Description/purpose of work: _____

Is Contractor the same as Applicant? YES (skip to next section) NO – *FILL OUT BELOW*

Contractor's Name: _____ Phone: _____

Contractor's Address: _____ Email: _____

Sewer Service: (Check at least 1 in each column)			
Proposed Start/End Dates: _____			

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Residential

<input type="checkbox"/> Commercial

<input type="checkbox"/> Industrial | <input type="checkbox"/> New Service Connection

<input type="checkbox"/> Service Rehab
Size & Work Type _____

<input type="checkbox"/> Termination (must be at main) | <input type="checkbox"/> Sanitary Sewer

<input type="checkbox"/> Storm Service | |
|--|---|---|--|

Description/purpose of work: _____

Is Contractor the same as Applicant? Yes (skip to next section) No – *FILL OUT BELOW*

Contractor's Name: _____ Phone: _____

Contractor's Address: _____ Email: _____

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. I will be responsible for excavation, removal, and backfill as required to restore to City specifications/requirements guaranteeing this work for five (5) years.

I acknowledge all permit applications must undergo a 2-5 day business review once a complete application is submitted. Permit fees and unpaid balances with the Albany Water Department must be paid prior to issuance of a permit.

Applicant's Signature: _____ Date: _____

Please Print Name: _____

CITY OF ALBANY - WATER AND SEWER SERVICE PERMIT SKETCH

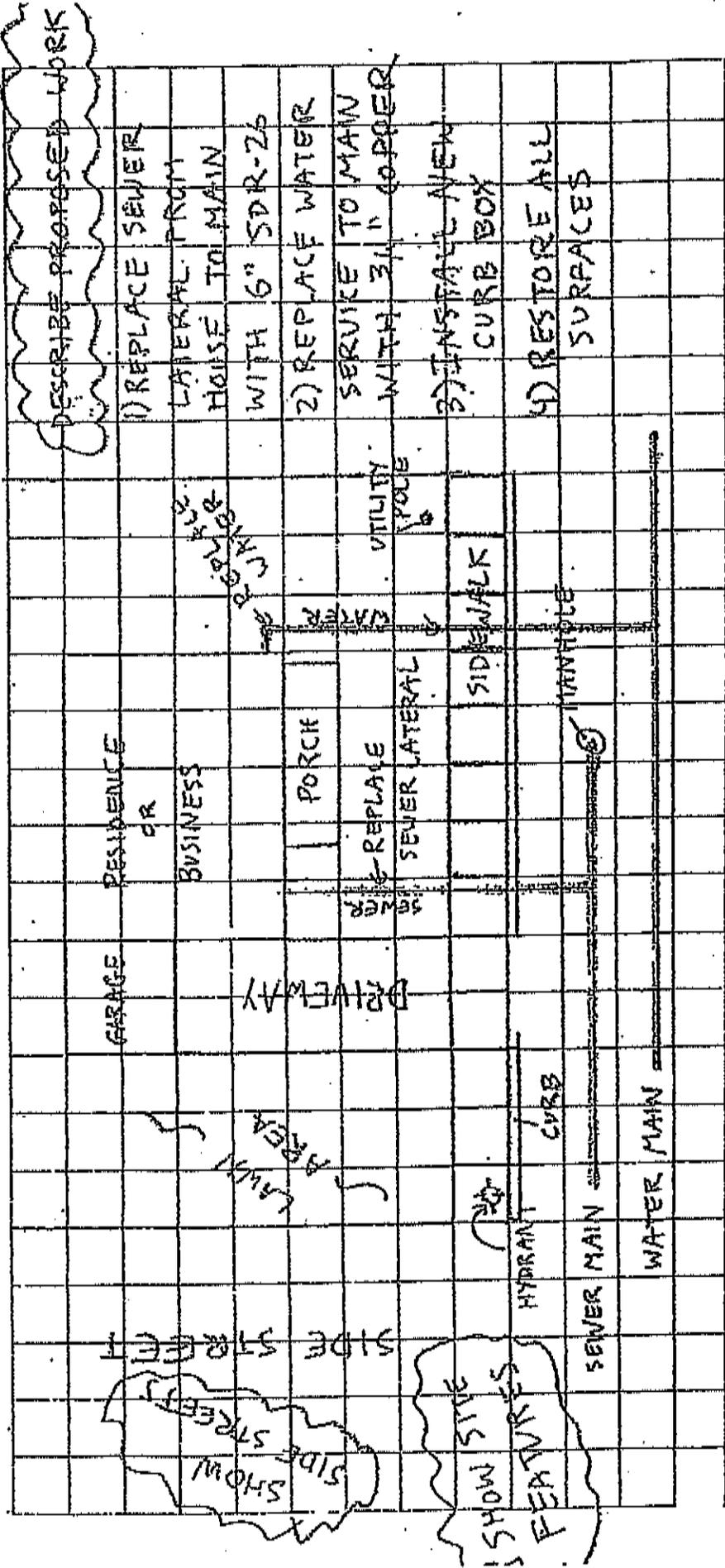
* EXAMPLE SKETCH *

Service Address: _____ 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!





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

TRENCHING AND BACKFILLING

1. The Contractor shall comply with the requirements for soil erosion and sedimentation control and other requirements of governmental authorities having jurisdiction, including the State.
2. Protect excavations by shoring, bracing, sheet piling, or by other methods, as required to ensure the stability of the excavation. Comply with OSHA requirements.
3. Underpin or otherwise support structures adjacent to the excavation, which may be damaged by the excavation. This includes service lines.
4. Contractor shall comply with maintenance and protection requirements as approved by the authority having jurisdiction.

COMPACTION

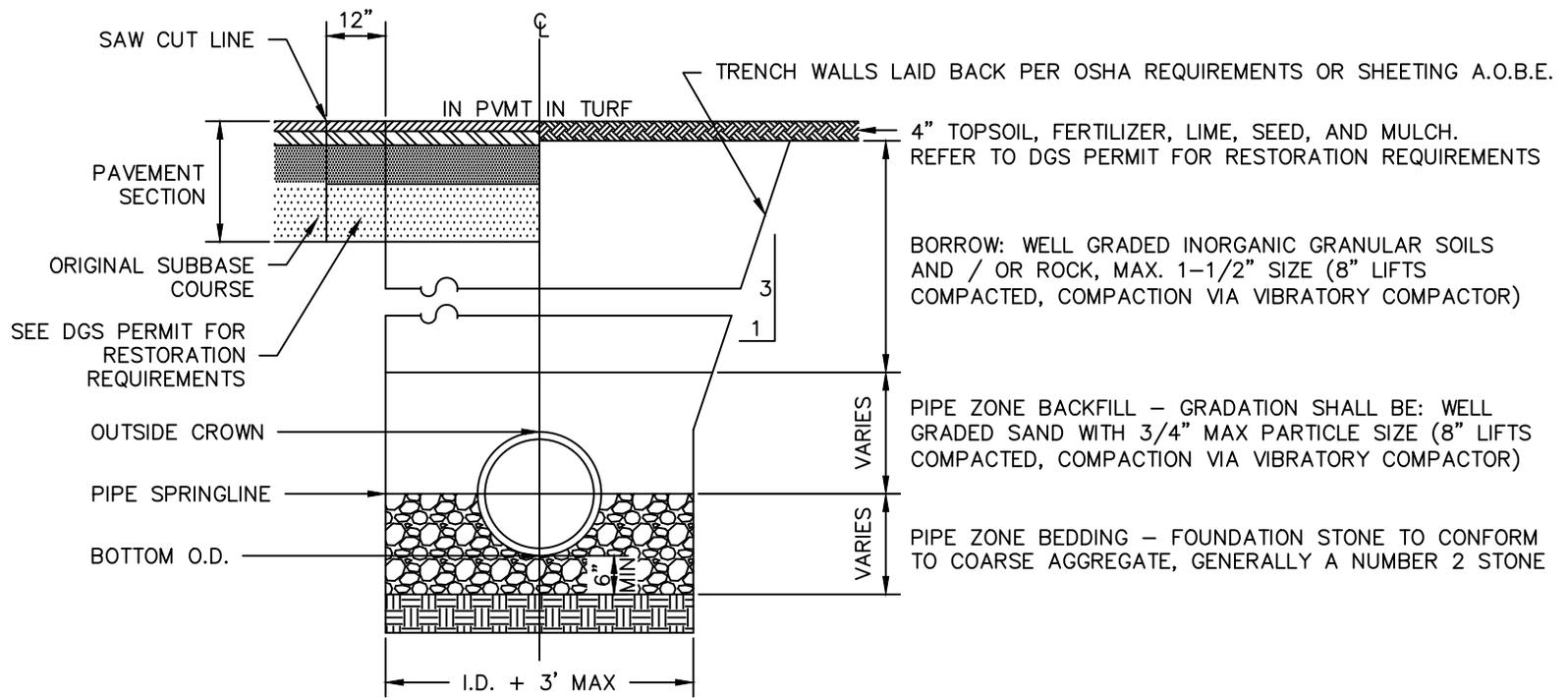
1. The bedding material shall be placed in the trench after the trench has been excavated a minimum of 8 inches below the bell of the pipe to permit the placing of no less than 8 inches of bedding material.
2. Provide uniform bearing support for each section of pipe at every point along the entire length except where necessary to excavate for bell holes, pipe joints or other required connections. Dig no deeper, longer, or wider than needed to make the joint connection properly.
3. The bedding material shall be placed to the full width of the trench. The bedding material shall be tamped and compacted to form firm and an even bearing surface.
4. Pipe zone backfill shall be placed to not exceed 8 inches in thickness before compaction. Each layer shall be thoroughly compacted by hand tamping or mechanical means being careful not to damage the pipe. When the pipe zone backfill reaches 1 foot over the top of the pipe, the entire surface shall be compacted by mechanical means.
5. The remainder of, if any, of the trench above the pipe zone backfill shall be backfilled with suitable material in loose lifts not exceeding 8 inches in thickness before compaction. Each layer shall be thoroughly compacted by mechanical means.

Suspension of Work

1. Whenever work is suspended, excavations shall be protected and the roadways, if any, left unobstructed. Within or adjacent to private property, material shall be stored at such locations that will not unduly interfere with traffic of any nature and in no case shall materials be stored in locations which will cause damage to existing improvements.

Disposal of Material

1. Excess and unsuitable material shall be legally disposed of off-site by the Contractor.



CITY OF ALBANY TYPICAL TRENCH DETAIL

SCALE: NO SCALE