

**STANDARD PROCEDURES**  
**FOR HOOK-UP TO JEFFERSON**  
**REGIONAL WATER AUTHORITY SYSTEM**

Customer to obtain pre-inspection from Montgomery County Health Department (937-225-4421). The Customer is responsible for obtaining all county permits, and Jefferson Regional Water Authority's approval.

1. Persons with possessory interest must:
  - a. Bring in copy of deed,
  - b. Sign Easement Right-of-Way (notarized),
  - c. Sign Water User's Agreement,
  - d. Sign Membership Agreement,
  - e. Fill out Supplemental Information Sheet,
  - f. Pay prevailing tap-in and membership fee.
  
2. Customer is to hire and pay for a license, bonded, and certified plumber to perform the following:
  - a. Contact OUPS (811) for utility lines,
  - b. Prepare the meter pit,
  - c. Tap-into the main water line,
  - d. Trench the water line from the service line meter to dwelling,
  - e. Street cut permit, if applicable,
  - f. Pressure valve to be install at the house,
  - g. Provide a collar lid with a hole for the antenna,
  - h. Provide the curb stop and corp stop,
  - i. Provide the saddle and copper setter,
  - j. No obstructions (fences, etc.), or landscaping shall be placed on the meter pit at any time.
  - k. Meter pits are not permitted to be located in an open drainage, swales, ditches, or in detention/retention basins.
  - l. Yard work to be performed by plumber or owner.
  
3. Before filling in trench, customer to obtain final inspection from Montgomery County Health Dept.
  
4. Jefferson Regional Water Authority will provide and install the meter and antenna after inspections are completed.
  
5. Billing will begin when water meter is set.

**ADDITIONAL STANDARD PROCEDURES FOR**  
**HOOK-UP TO JEFFERSON REGIONAL**  
**WATER AUTHORITY SYSTEM.**

Meter Pits Meter pit location shall be three feet (3') maximum from curb stop unless approved by JRWA. No obstructions or landscaping shall be placed on the meter pit cover at any time. Meter pits are not to be located in open drainage swales, ditches, or in detention/ retention basins. All meter pits are to be located in non-traffic areas unless otherwise approved by JRWA. If approved to be located in pavement or other traffic areas, the meter pit and all other load bearing appurtenances must be "H20" load rated per American Association of State Highway and Transportation (AASHTO) Standards. All piping, valves, meters, etc., must meet minimum clearance requirements per standard drawings, except as approved by JRWA. Clearance is required between piping, valves, meters, etc. and wall, floor, or any obstruction that interferes with installation or maintenance of meter, valve, or flange. Meter pit may contain domestic and sprinkling meters provided there is sufficient room while meeting the minimum clearance requirements. At a minimum, meter pits shall be constructed and installed per the most recent standard drawing.

Repair and Maintenance JRWA shall maintain all water mains within public right-of-ways or within easements reserved or granted to JRWA. Maintenance will not be performed on water mains that do not lie within easements or dedicated right-of-ways. If a break or leak occurs in any service line between the main line and the curb stop, JRWA will repair this at no expense to the property owner. JRWA shall not be responsible for breakage of pipes or valves occurring during removal or installation of meters, or resulting from restoration of service where such breakage is due to old or faulty plumbing. If a leak occurs at or beyond the outlet connection of the curb stop, the property owner shall be required to pay all costs of repair to the service line. Repairs shall be made within a period of time deemed appropriate by JRWA after written notification has been issued, or the water shall be turned off until the repair is made. No extensions, alterations, or repairs shall be made to any water pipes or fixtures between meter and curb stop except by a licensed, bonded, and insured plumber and with the approval of JRWA. The property owner is responsible for the meter pit and it must be installed and maintained to JRWA Specifications. If the meter pit is buried or is inaccessible, they shall be notified to have the defect corrected. If the meter pit is worked on, it shall be brought up to current JRWA requirements. Meter pits must be accessible at all times to JRWA personnel. When a residential or commercial water meter (one inch (1") or less) is located inside a structure and a repair is required to the property owner's service between the curb stop and meter, the water meter shall be relocated to an outside meter pit. The property owner shall be responsible for the associated costs. Water service repairs and replacements shall require a permit and inspection from JRWA and/ or local plumbing authority.

Permitting All water taps, extensions, or any construction that involves water distribution system, which will become part of, utilized, or be tapped into, the existing systems require approval from Jefferson Regional Water Authority (JRWA). Information on inspections is available at Montgomery County Public Health (MCES), located at 1850 Spaulding Road, Kettering, Ohio 45432, Phone 937-781-2653, or online at [www.mcoho.org/water](http://www.mcoho.org/water). The issuance of approval to tap into a water line by JRWA does not relieve the property owner holder of the responsibility of securing permits from other governing agencies for permission to perform work in public or private right-of-ways that are involved. Permits shall be kept at the construction site at all times while work is in progress and until a final inspection has been made by MCES.

Permit Requirements. A permit must be applied for by a licensed, bonded, and insured plumber engaged by the property owner in order to receive a new service. Permits will not be issued until application connection fees have been paid. Plumber or contractor shall not begin work without permits being issued. A penalty fee of \$5,000.00 shall be charged to the plumber or contractor for any and all work performed on water mains without an approval by JRWA. The plumber or contractor shall not be issued any further inspections or permits until the penalty fees are paid. Any required additional work for inspections, will be the responsibility of the property owner.

Main Line Permits Requirements for issuance of main line permits: • Payment of connection fees, if applicable. • Fully approved construction drawings. • Signed, notarized easement deeds • Street cut permit, if applicable. • The officially assigned street name and address, must be furnished to JRWA prior to issuance of approval.

Insurance and Bonding No permits shall be issued to anyone except a licensed, bonded, and insured plumber or contractor without the express permission of JRWA. All plumbers and contractors must submit a copy of their plumbing and/ or contractor's license and a five-thousand dollars (\$5,000.00) plumbing bond which must be on file with JRWA. All plumbers and contractors must place on file evidence of insurance for general liability in the minimum amount of one million dollars (\$1,000,000.00) for each occurrence (bodily injury and property damage), and automobile liability in the minimum amount of one million dollars (\$1,000,000.00) for each accident. All policies must name JRWA as an additional insured and coverage must be on a primary and Jefferson Regional Water Authority non-contributory basis. No person or persons, firm, or corporation, or any employee of such, shall tap any water mains, or lay any house connection pipes, or dig in any street, road, or any public way for the purpose of tapping unless such person or persons have a plumber's bond. Water contractors may install service stubs to the property lines in conjunction with their mainline installation. Plumbers who violate any of JRWA' rules and regulations or specifications may have their rights to receive permits suspended or revoked.

Construction and Inspection. No water main construction or appurtenances associated therewith shall be started until all approval and permit requirements have been met. The customer/ plumber/contractor must give two (2) days notice to JRWA before proceeding, so JRWA can be prepared to have the proper inspector on the job. All materials and workmanship in connection with any service from a public water main to a structure, where applicable, shall be in accordance with JRWA rules and regulations, specifications, including but not limited to OSHA safety requirements, as now in force or hereafter amended. All work and materials shall adhere

to JRWAs' Specifications in effect at the time of construction and be in accordance with the approved construction plans. If any change or modification is deemed necessary in the plans during construction, all work shall be stopped until revised plans have been resubmitted and approved by JRWA. Authorization to proceed will be considered by JRWA on a case-by-case basis. All improvements shall be constructed under the inspection of JRWA or a duly authorized representative. Plumber or contractor is responsible for easement certification and grade certification, where applicable. If MCES or the duly authorized representative deems that any work is improper, he may order all work stopped. Work shall not proceed until the permit applicant has received written permission from JRWA. Work not properly performed shall be corrected at no cost to JRWA. If any plumber or contractor shall neglect or refuse to abide by these Rules and Regulations, during construction, and after reasonable notice by JRWA, JRWA may order correction work to be done and charge the plumber or contractor. Unless such charges are paid, JRWA will not issue further permits or award future projects to the delinquent contractor.