

## Sponsor Change Form for Small Water Meters 5/8" – 2"



This agreement between the City of Houston and the property owner reflects the owner's decision to be responsible for the installation of the water service line and meter described below. This agreement will help coordinate the proper setting of the water and service line.

**\*A LETTER OF AUTHORIZATION FROM THE PROPERTY OWNER MUST FOLLOW THIS FORM IN ORDER TO CHANGE THE SELECTED PLUMBER. SUBMIT FORM AND AUTHORIZATION LETTER TO [TAPTECHS@HOUSTONTX.GOV](mailto:TAPTECHS@HOUSTONTX.GOV)**

Account Owner Name	Phone
Owner Mailing Address	City/State      Zip

### NEW SELECTED PLUMBING COMPANY'S NAME:

- |                      |                       |
|----------------------|-----------------------|
| 1. Permit WNS# _____ | Service Address _____ |
| 2. Permit WNS# _____ | Service Address _____ |
| 3. Permit WNS# _____ | Service Address _____ |

The Owner OR Contractor, as representative of the Owner, understands with the following: The Contractor shall notify all applicable utility companies by calling (713) 223-4567 and will identify all underground utilities prior to any excavation. The Contractor shall make no tap or set a meter until inspection and meter fees have been paid by the owner/contractor to Customer Account Services and a Letter of Authorization has been issued by the City of Houston. The Letter of Authorization will be issued after inspection and meter fees have been received and posted to your account by Customer Account Services. The Contractor must contact the Water Maintenance Inspection Supervisor of the City Inspector assigned to that project and schedule an inspection of the installation. This must be done at least two (2) working days prior to the meter installation.

In the event that the Contractor cuts any utility company underground lines, it is expressly agreed and understood that the Contractor's insurance company or bonding surety shall hold harmless the City of Houston from any liability, loss cost, expense and/or damage arising out of or in connection with the work done by the Contractor.

#### Water Meters and Appurtenance Liability

It shall be the owner(s)/contractor(s) responsibility to secure water meters and appurtenances to prevent damage to such equipment during construction and/or development. Water meters and meter boxes shall not be covered by dirt and/or debris and shall be clearly visible and accessible to City of Houston personnel.

Owner(s)/contractor(s) shall be held liable for removal of dirt and debris and any damage cause to water meter(s) and/or appurtenance during construction and development. Owner(s)/contractor(s) shall be billed current City of Houston cost for new replacement equipment for each item damaged. Owner(s)/contractor(s) water/wastewater account shall be immediately debited charges for equipment upon discovery of damaged equipment.

Water meter and appurtenance shall include water meters, electronic equipment, meter boxes, meter lids, curb stops, service lines, taps and saddles. Owner(s)/contractor(s) shall install and replace service lines, curb stops, taps, and saddles at the expense. Owner(s)/contractor(s) shall install and replace damaged service lines, curb stops, taps, and saddles within 72 hours of receipt of written notification from the City of Houston.

**Violation of these guidelines will result in the contractor's immediate removal from the City's Approved Contractor List and a recommendation to "red tag" the project (stop work) until a new City Approved Contractor is selected by the Customer.**

The Owner understands and agrees with the following:

1. No work will be initiated until inspection and meter fees have been paid by the Owner/Contractor to Customer Account Services. Fees will not be considered as paid until Customer Account Services has received the fees and posted them to the owner's account.
2. The owner's contractor shall make no tap or set a meter until a Letter of Authorization has been issued. The contractor will contact the Water Maintenance Inspection Supervisor at (713) 641-7826 to have an inspector assigned and to schedule the installation.
3. The City of Houston will furnish the meter and meter box only; the owner or the owner's contractor will furnish all materials and labor required for complete installation.
4. All work will be inspected by the City of Houston Water Maintenance Inspector.
5. The contractual relationship, if any, between the owner and the owner's contractor shall not impose any burden on the City of Houston with respect to payments due to the contractor.
6. All meters or meter boxes which are connected to the City of Houston's Water Distribution System will become and remain the sole property of the City.
7. Requests for refunds shall not be approved if a Water Main Extension project has been initiated based on this application.
8. All existing service taps and service lines that will not be used to provide water service for the tract(s) being developed will be cut, plugged, and abandoned by the owner/contractor at their expense. Meters and final inspection approval will not be issued until all services have been cut, plug, and abandoned.

**Expiration:** All contract agreements will expire by limitation and become null and void if the work authorized by the contract agreement has not commenced within 180 days from the date of the agreement or if work authorized is suspended or abandoned within 360 days. The Utility Official may extend the time for action by the Owner/Contractor for a period not to exceed 180 days on written request by the Owner/Contractor showing that circumstances beyond the control of the owner/contractor to complete the work specified. Written request for extension should be addressed to Customer Account Services, 4200 Leeland, Houston, TX 77023. No agreement may be extended more than once. If extension request is not made and posted on prior to the contract agreement expiration date, the agreement will be considered expired by limitation. An expired contract agreement may not be reinstated. Customers must re-apply and pay appropriate fee. The Owner/Contractor may cancel the agreement and receive a refund of fee paid, subject to the following stipulations:

- No requests for refunds will be accepted after the permit (plus any extension granted) has expired.
- No refund will be made for fees of \$ 29.18 or less.
- For fees of greater than % 29.18, the City of Houston will refund amount at 90% of the paid fee after exclusion of the Administrative Fee.

Owner Signature	Date
Agent Signature	Date

LETTER OF AUTHORIZATION – SPONSOR CHANGE

Date:

I \_\_\_\_\_, as property owner, submit this letter to serve as my “letter of authorization” that will follow the attached sponsor change form. I’m requesting to change contractor from \_\_\_\_\_ to the new contractor \_\_\_\_\_ for the WNS number(s) and address(s) listed below.

List permit WNS # & Address(s):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_  
Owner signature

**For Commercial Properties: Please provide Letter of Authorization on Company Letterhead**