



Houston Public Works

Planning and Development Services

Utility Analysis / Taps and Meters

Water Main Offset

Revision Date: 01/01/19

NOTE

To obtain a large job number we require these items “UP FRONT” with your large job number request.

- a. Large job information sheet “application”

LARGE JOB INFORMATION SHEET “APPLICATION”

The items below must be completed on the application for faster processing

- a. Harris County Appraisal District (HCAD) Number (**OWNER**)
- b. C.O.H. Project number with correct service address for proposed building or sitework (**CIVIL ENGINEER/ GC**)
“MAY BE ILMs NUMBER ON PLAN & PROFILE DRAWINGS”
- c. Owner and GC name/ Contact information (**OWNER AND GC**)
- d. Installing Utility Contractor Name/ Contact information & Master Plumber License Number (**UTILITY CONTRACTOR**)
- e. Approved plan and profile drawing number.
(Drawing signatures must be less than one year old) (CIVIL ENGINEER/ GC)

Permit Steps

1. Obtain Job Number at 1002 Washington Avenue (Taps and Meters Section) by completing the Job Information Form. Forms can be brought in person, or Fax to 832.394.9608, or email to taptechs@houstontx.gov. **Priority will be given to the Walk In Customers. Please have items in the NOTE section above ready for submittal**
 - a. Large Job Number must be assigned before obtaining the Maintenance and Surface Restoration Bonds. Assigned Large Job No. need to be reference in the upper right corner of the bonds as the “COH Job No”.
2. Plan Analyst will review the submitted documents for accuracy. If all is correct, the Plan Analyst will:
 - a. Create a hard copy of a GIMS map showing the location of the Water Main Offset, and Large Job Sheet with project information. Place documents and drawings in Large Job Folder.

PER CITY OF HOUSTON ORDINANCE 47-5, NO WORK IN ANY C.O.H RIGHT OF WAY CAN COMMENCE PRIOR TO WRITTEN AUTHORIZATION BY UTILITY OFFICIALS

3. Contractor applies for Water Main Offset Permit with a Plan Analyst by providing:
 - a. Maintenance Bond (100% Job Cost – see below for bond requirements)
Surface Restoration Bond for (4% Job Cost – see below for bond requirements). (**UTILITY CONTRACTOR**)
 - b. Inspection Fee (\$408.62 check). (**OWNER**)
 - c. C.O.H. Approved Plan & Profile drawings. “One full size copy and one 8 ½” x 11” copy. (Only drawings needed are the cover sheet, overall sheet, and profile sheets that show detail of work being performed) (**Drawing signatures must be less than one year old**) (**CIVIL ENGINEER/ GC**)
4. Plan Analyst will review the submitted documents for accuracy. If all is correct, the Plan Analyst will:
 - a. Create a water new service (WNS) number in the IPS system to allow CSR to generate invoice.
 - b. Move to the CSR milestones for bond and invoicing
5. Taps and Meters CSR will review the customer's hard copies for accuracy. If all is correct, the CSR will :
 - a. Enter Bond Information and link it to the WNS number created by the Analyst.
 - b. Print the Informal Contract Agreement and have the Contractor sign.
 - c. Verify that Informal Agreement, Bonds, Info Sheet, GIMS maps, full size drawings and other COH correspondence is included in the Job folder.
 - d. Print two (2) invoices, place barcode on one (1) of the invoices and instruct the Customer to take the invoices to the Cashier Station to pay for the Inspection fee. Advice that work order will not be released to Contractor until the fee is paid.
 - e. Move the WNS to T&M Review and type work order for Manager review and approval.
6. T&M Review for completeness and accuracy.
 - a. If Inspection fee has been paid and Work Order and permit requirements are complete and accurate the work order will be signed off and Release Notice will be fax to the Contractor within 48 hours.
 - b. If Work Order and permit requirements are incomplete or inaccurate, T&M Manager will contact Customer for additional information and place WNS on hold. Once additional information is received the work order will be signed and fax to the contractor within 48 hours.
 - c. A copy of the signed work order and permit requirements will be placed in the Inspectors inbox for pick up.

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Bond Requirements: (Bonds must be typed)

1. Job Number must be included on the Bond
2. Correct address and work description must be indicated in the project description portion of the bond
3. Bond must be an original – copies or faxes are not acceptable
4. Correction to the bond is not permitted
5. Signatures must be original and less than 30 days old
6. Bond must be sealed
7. Bond amount must be correct
8. Power of Attorney for bonding agent must be included

Large Job Info Sheet “Application” Example



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Large Job Information Sheet

Project Information Supplied by the Utility Contractor:				
C.O.H. Project Number (Sitework or Building): _____		Plan & Profile Number: _____		
Project Address: _____				
Property Tax ID Number: _____		County: _____		
Description of Work: _____		*License Number: _____		
Meter number / Account number: _____				
FOR MORE INFORMATION REGARDING DOMESTIC ACCOUNTS OR OWNERSHIP CHANGE Please Contact Customer Account Services @ 713.371.1400				
	Representative Name	E-Mail Address	Phone Number	Fax Number
Utility Contractor: (must provide bonds for this job)				
General Contractor:				
Owner / As shown in the Recorded Warranty Deed				
To Be Completed By the City of Houston:				
Job Number: _____		WNS Number: _____		Date: _____
				Initials: _____
*Utility Contractor's License Number				