



Public Works and Engineering

Planning and Development Services

Utility Analysis / Taps and Meters

Fire Hydrant Installation and Relocation

Revision Date: 07/01/17

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 DRAWEINGS”
- 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 fire hydrant, 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 Fire Hydrant Permit with a Plan Analyst by providing:
 - a. Maintenance Bond (100% Job Cost – see below for bond requirements) **(UTILITY CONTRACTOR)**
 - b. Surface Restoration Bond for (4% Job Cost – see below for bond requirements) **(UTILITY CONTRACTOR)**
 - c. Inspection Fee (\$391.37 check) **(OWNER)**
 - d. Two (2) Full size hard copies of the approved drawings from Office of City Engineer **(Drawing signatures must be less than one year old)** **(CIVIL ENGINEER/ GC)**
 - i. **NOTE:** If the contractor is replacing the Fire Hydrant at the same location then plan and profile drawings are not required.
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, two 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.

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

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



Public Works and Engineering
 Planning and Development Services
 Utility Analysis / Taps and Meters
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: _____

	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



Public Works and Engineering
Planning and Development Services
Utility Analysis / Taps and Meters
Large Job Information Sheet

Project Information Supplied by the Utility Contractor:

C.O.H. Project Number (Sitework or Building): _____

Plan & Profile Number: _____

Project Address: _____

County: _____

Property Tax ID Number: _____

*License Number: _____

Description of Work: _____

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



City of Houston
 Department of Public Works and Engineering
ONE YEAR SURFACE RESTORATION BOND
 Informal Contract

COH Job No. _____

Bond No. _____

THE STATE OF TEXAS

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF HARRIS

THAT WE, _____ as principal, hereinafter called %Contractor+and the other subscriber hereto as Surety, do hereby acknowledge ourselves to be held and firmly bound to the City of Houston, a municipal corporation in the sum of _____ for the payment of which sum, well and truly to be made to the City of Houston, and its successor, the said Contractor and Surety do bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH THAT:

WHEREAS, the said Contractor has on or about this day executed a contract in writing with the City of Houston, Texas, for

all of such work to be done as set out in full in said contract and plans and specifications therein referred to and adopted by the City Council.

NOW, THEREFORE, if the said Contractor shall repair, replace and restore any and all defects in or damages to, said construction or other work discovered within one (1) year from and after the date that the Director of Public Works and Engineering or his designee in writing, determines, in a written notice to the Contractor, to be the date upon which the project is both substantially complete and available for the full and beneficial occupancy or use of the City, as such terms are defined in said contract, or, if no such determination is requested by the Contractor, the date the project is officially accepted by the City Council, which defects or damages result from, arise out of, or relate to defects in materials furnished by, or workmanship of the Contractor in connection with said contract, then this obligation shall become null and void, and shall be of no further force and effect; otherwise, the same is to remain in full force and effect.

City of Houston
Department of Public Works and Engineering
ONE YEAR SURFACE RESTORATION BOND

Page 2

COH Job No. _____

Bond No. _____

IN TESTIMONY WHEREOF, the said Principal and Surety have signed and sealed this instrument on respective dates written below their signatures:

ATTEST / SEAL (of a Corporation): _____

WITNESS (if not a corporation): _____

By: _____

Name: _____

Title: _____

Date: _____

By: _____

Name: _____

Title: _____

Date: _____

ATTEST / WITNESS: (SEAL)

Full Name of Surety

By: _____

Name: _____

Title: _____

Date: _____

By: _____

Name: _____

Title: _____

Date: _____

REVIEWED:

**THE FOREGOING BOND IS ACCEPTED ON
BEHALF OF THE CITY OF HOUSTON, TEXAS**

Assistant City Attorney

Mayor



City of Houston
Department of Public Works and Engineering
ONE YEAR MAINTENANCE BOND
Informal Contract

COH Job No. _____

Bond No. _____

THE STATE OF TEXAS

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF HARRIS

THAT WE, _____ as principal, hereinafter called %Contractor+and the other subscriber hereto as Surety, do hereby acknowledge ourselves to be held and firmly bound to the City of Houston, a municipal corporation in the sum of _____ for the payment of which sum, well and truly to be made to the City of Houston, and its successor, the said Contractor and Surety do bind themselves, their successors and assigns, jointly and severally.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH THAT:

WHEREAS, the said Contractor has on or about this day executed a contract in writing with the City of Houston, Texas, for

all of such work to be done as set out in full in said contract and plans and specifications therein referred to and adopted by the City Council.

NOW, THEREFORE, if the said Contractor shall repair, replace and restore any and all defects in or damages to, said construction or other work discovered within one (1) year from and after the date that the Director of Public Works and Engineering or his designee in writing, determines, in a written notice to the Contractor, to be the date upon which the project is both substantially complete and available for the full and beneficial occupancy or use of the City, as such terms are defined in said contract, or, if no such determination is requested by the Contractor, the date the project is officially accepted by the City Council, which defects or damages result from, arise out of, or relate to defects in materials furnished by, or workmanship of the Contractor in connection with said contract, then this obligation shall become null and void, and shall be of no further force and effect; otherwise, the same is to remain in full force and effect.



City of Houston
Department of Public Works and Engineering
ONE YEAR MAINTENANCE BOND

Page 2

COH Job No. _____

Bond No. _____

IN TESTIMONY WHEREOF, the said Principal and Surety have signed and sealed this instrument on respective dates written below their signatures:

ATTEST / SEAL (of a Corporation): _____

WITNESS (if not a corporation): _____

By: _____

Name: _____

Title: _____

Date: _____

By: _____

Name: _____

Title: _____

Date: _____

ATTEST / WITNESS: (SEAL)

Full Name of Surety

By: _____

Name: _____

Title: _____

Date: _____

By: _____

Name: _____

Title: _____

Date: _____

REVIEWED:

**THE FOREGOING BOND IS ACCEPTED ON
BEHALF OF THE CITY OF HOUSTON, TEXAS**

Assistant City Attorney

Mayor



City of Houston
Department of Public Works and Engineering
ONE YEAR MAINTENANCE BOND
Informal Contract

Please note that this is a legal contract between the City of Houston and the Bonding Company. As such, any changes must be witnessed by the Bonding Company. Please ask if you are unsure concerning the wording before having the Bond Company issue the bonds.

COH Job No. 00000

Bond No. ABC123987456

EXAMPLE

THE STATE OF TEXAS

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF HARRIS

THAT WE, AJAX PLUMBING CONTRACTORS, INC as principal, hereinafter called Contractor and the other subscriber hereto as Surety, do hereby acknowledge ourselves to be held and firmly bound to the City of Houston, a municipal corporation in the sum of \$5,600.00 for the payment of which sum, well and truly to be made to the City of Houston, and its successor, the said Contractor and Surety do bind themselves, their successors and assigns, jointly and severally.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH THAT:

WHEREAS, the said Contractor has on or about this day executed a contract in writing with the City of Houston, Texas, for

JOB DESCRIPTION: 6" Fire Rated Compound Meter

LOCATION: Located at 1212 Andrews Street

PROJECT: For Nichols Medical Office Building

all of such work to be done as set out in full in said contract and plans and specifications therein referred to and adopted by the City Council.

NOW, THEREFORE, if the said Contractor shall repair, replace and restore any and all defects in or damages to, said construction or other work discovered within one (1) year from and after the date that the Director of Public Works and Engineering or his designee in writing, determines, in a written notice to the Contractor, to be the date upon which the project is both substantially complete and available for the full and beneficial occupancy or use of the City, as such terms are defined in said contract, or, if no such determination is requested by the Contractor, the date the project is officially accepted by the City Council, which defects or damages result from, arise out of, or relate to defects in materials furnished by, or workmanship of the Contractor in connection with said contract, then this obligation shall become null and void, and shall be of no further force and effect; otherwise, the same is to remain in full force and effect.