



**Water/Sewer Service Form**  
 Fee: Please see below

Plumbing Permit Number: \_\_\_\_\_  
 Customer's Name: \_\_\_\_\_  
 Customer's Address: \_\_\_\_\_  
 Is Customer's Address in the City Limits?    Yes    No  
 Plumber's Name: \_\_\_\_\_  
 Plumber's Address: \_\_\_\_\_

**WATER SERVICE**

New Replacement    Service Size: \_\_\_\_\_    Type of Material of Used: \_\_\_\_\_  
 Meter Size: \_\_\_\_\_    Inside    Outside

**WATER TAP PROCEDURE**

1. BUSINESS OFFICE MUST HAVE COMPLETED OWNER FORM BEFORE ANYTHING WILL BE DONE.
2. Contact Public Works at 309-833-2821 to arrange for tap to be made, at least 2 business days in advance.
3. Contact Public Works at 309-833-2821 when service is ready for inspection.
4. Contact Building & Zoning at 309-833-4944 for an inside plumbing inspection.
5. Contact the Business Office at 309-833-2031 when service installation is complete and ready to be on and activated, at least 2 hours in advance. An appointment will have to be made and someone will have to be present. A penalty fee of up to \$750 will be charged to anyone who activates a water service without contact with the Business Office.

Tap Fee: ¾" – 1 ¼": \$250    2" and above: \$500  
 each Inspection Fee: \$40 each

Tap/Access Fee            \$ \_\_\_\_\_  
 Inspection Fee            \$ \_\_\_\_\_  
 Total Water Service Fee \$ \_\_\_\_\_

**SEWER SERVICE**

New Replacement    Service Size: \_\_\_\_\_    Type of Material Used: \_\_\_\_\_

**SEWER SERVICE PROCEDURE**

Contact the Waste Water Superintendent at 309-833-4325 when the sewer has been tapped and is ready for inspection. Contact the Building Inspector at 309-833-4944 when lateral is ready for inspection.

Access Fee: \$196.35  
 Inspection Fee: \$28.05  
 each

Access Fee                            \$ \_\_\_\_\_  
 Inspection                            \$ \_\_\_\_\_  
 Fee Total                              \$ \_\_\_\_\_  
 Sewer Fee                             \$ \_\_\_\_\_

**TOTAL WATER/SEWER CHARGES \$ \_\_\_\_\_**

Paid by: \_\_\_\_\_ Date: \_\_\_\_\_ Approved by: \_\_\_\_\_

City of Macomb Administrative Official

Tap Form filled out by Public Works and faxed to Business Office at 309-833-1098 or emailed to waterclk@cityofmacomb.com. Tap Address: \_\_\_\_\_ Size: \_\_\_\_\_  
 Tap Made by: \_\_\_\_\_ Stop Locked Off by: \_\_\_\_\_ Date: \_\_\_\_\_