

APPLICATION FOR WATER AND SEWER SERVICE

Account Number _____

Berkeley County Public Service District

PO Box 737 Martinsburg, WV 25402-0737
Phone: 304.267.4600 • Fax: 304.267.3864
www.berkeleywater.org

PLEASE PRINT ALL INFORMATION

Service Start Date: _____

APPLICANT: Name: _____ Telephone: _____

Mailing Address Street/City/State/Zip: _____

Social Security #: _____ Place of Employment: _____

**CO-APPLICANT/
SPOUSE:** Name: _____ Telephone: _____

Social Security #: _____ Place of Employment: _____

PROPERTY OWNER: Name: _____ Telephone: _____
(if same as applicant, print "same" and go to Water and Sewer Service Location)

Street/City/State/Zip: _____

**WATER AND
SEWER SERVICE
LOCATION:** Street: _____ Subdivision: _____ Lot #: _____

Phase/Section: _____

Type of Service: Residential Commercial _____ Size Industrial _____ Size Estimated Daily Demand _____
Nature of Business: _____ Private Fire Service _____ Size

Applicant(s) has read the conditions on the reverse of this form. By signing this application for water and sewer service, applicant(s) acknowledges and agrees to these conditions and that the information provided above is true and accurate to the best of applicant's knowledge.

Owner Tenant Builder Applicant's Agent

Signature of Applicant &/or Co-Applicant: _____ Date: _____
ATTACH A COPY OF THE DRIVER'S LICENSE(S)

Application must be notarized when not applying in person

STATE OF _____ COUNTY OF _____ to wit:

I, _____, a Notary Public in and for the State and County Aforesaid,

to certify that _____, whose name is signed to the Writing above, bearing date

on the _____ day of _____, 20____, have this Day acknowledged the same before me in my

said County. My commission expires: _____ Notary Public

For Use by Berkeley County Public Service District

Received from Applicant/Co-Applicant:

Water	Security Deposit	\$ _____	Previous Account#: _____
	Connection Charge	\$ _____	Date to Final: _____ WO#: _____
	Capacity Improvement Fee	\$ _____	Comments: _____
	Other (Specify)	\$ _____	_____
Sewer	Security Deposit	\$ _____	_____
	Total Received	\$ _____	_____

Thank you,

Berkeley County Public Service District

By: _____ Date: _____

NULL AND VOID AFTER 6 MONTHS

White: District Copy

Yellow: Applicant Copy

WATER AND SEWER SERVICE TERMS AND CONDITIONS

As a customer you agree to abide by the following terms and conditions and all other restrictions.

- Required security deposits: For owners only, the deposit will be refunded with interest after customer has paid monthly bills on time for twelve (12) consecutive months. For tenants, deposits with interest will be credited to the final bill. The interest rate to be paid is determined by the Public Service Commission of West Virginia. The security deposits will be applied to any unpaid bill at the time of termination of service, with the balance of the said security deposit to be refunded to applicant.
- Service will be in accordance with the “Rules and Regulations for the Government of Water Utilities” (150CSR7) and the “Rules and Regulations for the Government of Sewer Utilities” (150CSR5).
- This application is for immediate and continuous service to premises described above and is accepted subject to the availability of service at this location.
- The applicant must request discontinuance of service during regular business hours and the District(s) have until the end of the next business day to discontinue water and sewer service. Until such time applicant is responsible for all services rendered.
- Changes to the above listed identity of the applicant, type or description of service will make this application and subsequent service(s) null and void. A new application will be required; however the customer shall be liable for any services rendered.
- The applicant has received a copy of the current tariff schedules and the applicant has been offered a copy of both sets of Rules and Regulations to read in the office.
- A septic tank customer must provide a copy of the septic tank permit or a letter from the sewer department stating that they are not on public sewer.

The following pertain to water facilities:

- All domestic services shall be installed with an approved backflow prevention device.
- All private fire services shall be approved by the State Fire Marshal Office and be installed with an approved backflow prevention device.
- This application will not be approved until a substantial completion certificate has been issued for the water main to be tapped.
- All service facilities up to and including the water meter pit are now and forever will be the property of the Water District
- Any water service not in continuous use for a period greater than two years is considered abandoned and subject to physical removal by the Water District.
- The Water District has 24 hours from the receipt of a complete application to turn on water for an existing service; excluding weekends or holidays in which case the water will be turned on the next business day.
- The Water District has 10 days from date of verbal or written notification to install a water meter for a new service.

The following pertains to sewer facilities:

- **DO NOT** dispose of **CIGARETTE BUTTS, FEMININE HYGIENE PRODUCTS, DISPOSABLE DIAPERS, PAPER** (other than toilet tissue), **PLASTICS, COOKING GREASE, OR OTHER INAPPROPRIATE DEBRIS** into the sanitary sewer system by way of your toilets, sinks or any other method. These items cause blocked sewer lines, pump station malfunctions and contribute to odor and treatment problems. These problems can cause health hazards and lead to expensive fixes. Disposing of inappropriate items into the sewer system ultimately results in an increase in your bills. If you are in doubt about what is acceptable, please contact the Sewer District at 304-263-8566 for a copy of a Household Plumbing Guide and a Hazardous Waste Disposal Guide.
- The applicant agrees to refrain from discharging water from the following sources into the sewer system: sump pumps, roof down spouts, indoor floor drains, cooling waters from air conditioners, swimming pools, storm drains and groundwater sources. Cleanouts are to remain tightly capped to prevent surface water from entering the sanitary sewers.