



65 District Way, Martinsburg WV 25404  
 Phone: 304-263-8566 - Fax: 304-267-2952  
[www.berkeleycountystormwater.org](http://www.berkeleycountystormwater.org)



Berkeley County Public Service Water District  
 251 Caperton Blvd, Martinsburg WV 25403  
 Phone: 304-267-4600 – Fax: 304-267-3864  
[www.berkeleywater.org](http://www.berkeleywater.org) – [info@berkeleywater.org](mailto:info@berkeleywater.org)

Berkeley County Public Sewer Service District  
 P.O. Box 944, Martinsburg WV 25402  
 65 District Way, Martinsburg WV 25404  
 Phone: 304-263-8566 – Fax: 304-262-4513  
[www.bcpssd.org](http://www.bcpssd.org) – [writeus@bcpssd.com](mailto:writeus@bcpssd.com)



## APPLICATION FOR EXISTING SERVICE

**PLEASE PRINT ALL INFORMATION: FAX OR EMAIL TO WATER DEPT: 304-267-3864 or [info@berkeleywater.org](mailto:info@berkeleywater.org)**

**Highlighted are required fields**

Who is completing the application:  Tenant  Owner  Business owner/agent – Name: \_\_\_\_\_

ACCT HOLDER: \_\_\_\_\_ SPOUSE/SECONDARY ACCT HOLDER: \_\_\_\_\_  
 First name last name first name last name

SS# OR FEIN #: \_\_\_\_\_ SS# OR FEIN #: \_\_\_\_\_

CONTACT PHONE#: \_\_\_\_\_ CONTACT PHONE#: \_\_\_\_\_

Email address: \_\_\_\_\_ Email address: \_\_\_\_\_

Place of employment: \_\_\_\_\_ Place of employment: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ (this is where we will send statements)

SERVICE ADDRESS: \_\_\_\_\_ Date to begin service: \_\_\_\_\_ (MUST BE FILLED IN-DO NOT WRITE SAME)  
 (Street name and house number)

NEW BUILT HOME MUST PROVIDE SUBDIVISION/DEVELOPMENT NAME: \_\_\_\_\_ LOT # \_\_\_\_\_

Land Owner/Property Manager Name if renting: \_\_\_\_\_ Phone: \_\_\_\_\_

PREVIOUS SERVICE ADDRESS: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Date to close: \_\_\_\_\_  
 (IF on Berkeley County water/sewer)

By signing this application for water sewer service, applicant(s) has read and agrees to the Water and Sewer Service Terms and Conditions; and acknowledges information provided above is true and accurate to the best of the applicant's knowledge.

Acct. Holder: \_\_\_\_\_ Date: \_\_\_\_\_ Spouse/Secondary: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Must be signed for processing) (Must be signed if secondary on account)

**Must include copy of driver's license(s)**

**FOR USE BY BERKELEY COUNTY PUBLIC SERVICE WATER DISTRICT STAFF ONLY**

WATER DEPOSIT \_\_\_\_\_ New Account #: \_\_\_\_\_ w/o #: \_\_\_\_\_

SEWER DEPOSIT \_\_\_\_\_ Prev. Acct #: \_\_\_\_\_ w/o #: \_\_\_\_\_

MISC CHARGE \_\_\_\_\_ NOTES: \_\_\_\_\_

RE-CONNECT FEE (S) \_\_\_\_\_

TOTAL RECEIVED \_\_\_\_\_ Taken By: \_\_\_\_\_ Date: \_\_\_\_\_

**(APPLICATION NULL AND VOID AFTER 9 MONTHS)**

## 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.