



WASHOE COUNTY ENGINEERING & CAPITAL PROJECTS

RECLAIM WATER UTILITY TAP PERMIT APPLICATION

SECTION A – WASHOE COUNTY UTILITY TAP CONDITIONS

The undersigned is hereby applying for a permit to connect the subject property to the municipal sewer collection system. This permit is subject to the requirements outlined in [Washoe County's Requirements and Schedule of Rates and Charges for Provision of Reclaimed Water Service Ordinance No. 1535](#), [Washoe County Development Code](#), Washoe County Reclaim Water Design Standards, [Washoe County Standard Details](#) and the following permit conditions as noted below:

1. ACCEPTANCE OF THE PROVISIONS: It is understood and agreed by the Permittee that all conditions have been read and understood. The Permittee agrees to comply with all conditions.
2. ACQUISITION OF PERMIT: A Utility Tap Permit shall be obtained prior to connecting to the municipal reclaim water system. The property owner is required to obtain a contractor that is licensed, bonded, and insured to do work for Washoe County. The Contractor may represent the owner as the owner's Permittee. The permit may be picked up at 1001 East 9th Street, Building A, by the contractor. The purpose of the permit is to establish construction standards for all reclaim water distribution systems that may be connecting to the municipal reclaimed water distribution system and ensure the County Infrastructure is being properly built and maintained.
3. OTHER PERMITS: The Permittee is responsible for obtaining any necessary Occupancy Permits from the jurisdiction responsible for the Right-of-Way.
4. PERMIT TO REMAIN ONSITE: The Utility Tap Permit issued by the Community Services Department must be made available at the job site at all times during construction.
5. RECLAIM WATER VALVES: Reclaim water valves shall not be operated by the contractor.
6. CONNECTION CHARGES: The property is subject to reclaim water rights and connection charges outlined in Section 5.4 and 5.5 of Ordinance No. 1535. A full accounting of assessed fees shall be provided to the Permittee by means of a fee workbook, after having been reviewed by the financial staff of the Utility.
7. GPS REQUIREMENT: Per NRS Section 455.131 all laterals shall be locatable. The Permittee shall have the point of connection to the main and location it exits the Right-of-Way GPS located per Washoe County Design Standards or provide another acceptable permanent device that provides a means of detecting the lateral in a noninvasive manner. It will be the responsibility of the Permittee to submit a set of as-built plans to Washoe County staff at the completion of the project including the exact location of the connection of the lateral.
8. INSPECTION SERVICES FEES: Inspection services are based on time charged by inspectors for work performed. Money collected for inspection services accounts are only an estimate and additional fees may be due at project completion. A monthly statement will be provided on the balance of the Inspection Account. **NOTE: Inspection account will only be created in the property owner's name and any remaining balance will be refunded to the owner; subsequently, any balance due at the completion of the project will be the responsibility of the property owner.**
9. USER RATE FEES: It is the responsibility of the property owner to ensure they pay their reclaim bill after connecting to system regardless whether a bill is received. Billing shall begin the first of each month after the property has received final inspection.
10. APPLICATION SUBMISSION: Deliver application to Engineering and Capital Projects staff including \$1,500 inspection services deposit. Staff will review the site plan, check the status of the contractor, and prepare the fee workbook. Checks should be made payable to Washoe County Treasurer's and delivered to Engineering and Capital Project staff to process. Once review comments have been addressed and all fees have been paid, Washoe County will issue a Reclaimed Water Utility Tap Permit.
11. INSPECTION NOTIFICATION: The Permittee shall notify Washoe County Inspection Services 48 hours prior to performing any work on this permit by calling 775-954-4601 to schedule an inspection. No pipes shall be backfilled at any point until it has been inspected and passed for acceptance. Privately owned and maintained distribution lines shall conform to Washoe County Design Standards and are subject to inspection by Washoe County Staff to ensure no cross connections exist on the property.
12. PENALTIES: Failing to follow these provisions will result in code enforcement being notified and may result in a fine to be not more than one thousand (\$1,000) dollars. Damage to the facilities as a result of not following these provisions will be the sole financial responsibility of the Permittee.

Initial: _____



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SECTION B – STANDARDS & CONDITIONS OF RECLAIM WATER INSTALLATION & USE

- 1. All construction shall conform to the latest addition of Standard Specification for Public Works Construction and Washoe County Standards.
2. All reclaimed water lines constructed out of PVC or polyethylene shall be purple plastic, or be encased in purple polyethylene bags labeled "CAUTION: RECLAIMED WATER LINE" at intervals no greater than 5 feet.
3. Tracer wire shall be placed on top of bedding material prior to pipe installation. At 500 foot intervals, wire shall be extended into separate test stations consisting of risers and valve boxes.
4. Purple warning tape, at least 3 inches in width, with wording "CAUTION: RECLAIMED WATER LINE BELOW", shall be installed 12 inches above all pipe.
5. All covers for valve boxes, flush valves, pressure reducing stations, air/vac stations, and all other appurtenances requiring vaults or boxes shall be purple in color (Pantone Color #512) and labeled "RECLAIMED WATER" or "R.C.W.".
6. All aboveground piping shall be painted purple (Pantone Color #512) and a purple tag, with the wording "WARNING: RECLAIMED WATER - DO NOT DRINK" in English and Spanish, attached to the assembly.
7. All meter box covers shall be purple in color (see above) and a purple tag, with the wording "WARNING: RECLAIMED WATER - DO NOT DRINK" in English and Spanish, attached to the meter.
8. The minimum horizontal separation between parallel reclaimed waterlines and potable waterlines shall be 10 feet.
9. Direct connections between potable water piping and reclaimed water piping shall not exist under any condition with or without backflow protection.

I, the undersigned, certify that I have fully read and understand the above Section A – Washoe County Utility Tap Conditions and Section B – Standards & Conditions of Reclaim Water Installation and Use and will comply with the conditions and requirements as set forth:

Signature: _____ Printed Name: _____ Date: _____



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SECTION C – APPLICATION FORM

\$1,500 inspection deposit due at the time of application.

Make Check Payable to Washoe County Treasurer.

Inspection deposit will be held and billed to the property owner only.

Application Submitted By (print): _____ (Required)

PROJECT OWNER INFORMATION (Legal Name and Address for Owner Required)

Name _____ Attn: _____
Mailing Address _____ Email _____
City _____ State _____ Zip Code _____
Phone _____ Cell _____ Fax _____

CONTRACTOR INFORMATION (Required)

Name _____ Attn: _____
Mailing Address _____ Email _____
City _____ State _____ Zip Code _____
Phone _____ Cell _____ Fax _____

ARCHITECTURAL OR ENGINEERING FIRM (Optional)

Name _____ Attn: _____
Mailing Address _____ Email _____
City _____ State _____ Zip Code _____
Phone _____ Cell _____ Fax _____

PROJECT INFORMATION (must have APN & address issued prior to applying for service)

Service Address _____ Suite _____
City _____ State _____ Zip _____
Assessor Parcel # (APN) _____ # of Units _____

Brief Project Description (Required)

Are there auxiliary water sources on the project site? (Required)

Well on Property: Yes No

FOR INTERNAL USE ONLY

Project Name _____ Submitted By: _____

Reclaim Water Zone: _____ Submitted Date: _____



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SECTION D – CIVIL & LANDSCAPING PLAN REQUIREMENTS

The Permittee shall provide a site plan, 24 by 36 inches, of the entire property or properties connecting to the Reclaim Water System. The site plan shall include at a minimum a north arrow, parcel number, street names, location of domestic water utilities both private and municipal, location of all building envelopes, location of domestic wells, proposed location of reclaimed water lateral from the main to the meter. Call out the following information on the site plan: size of pipe, material of pipe, size of meter.

The Permittee shall provide landscaping plans, 24 by 36 inches, prepared by a landscape architect showing at a minimum the extent of the reclaim water installation and provide a plant count schedule. The Point of Connection shall be identified on the plans and must match the Civil plans.

Plans shall also be submitted electronically. Each plan sheet shall be in an individual .tif format with a resolution of 300 dpi.