**Town of Newburgh**

**Water Service Installation**

**Standards & Procedures**

**Scope:** It is the intent of this standard to provide the basic procedures that shall be required of anyone wishing to obtain a new service connection or repair an existing water service connection to a Town of Newburgh water line.

 Basic elements covered are:

 Procedure Item

 WS – 1 Permit requirement, curb box and valve

 WS – 2 Water service line

 WS – 3 Water Meter

 WS – 4 Previous water service

 WS – 5 Final system inspection

 WS – 6 System maintenance

**Standards & Procedures**

**WS -1 Permit Requirements:** Prior to initiating any work on the installation of new service connection or repair of an existing service connection to a Town of Newburgh water line, the applicant needs an application and permit issuance. Contact the:

 Town of Newburgh Water Distribution Department

308 Gardnertown Road

Newburgh, NY 12550

Phone: 845-564-7813

The applicant shall employ and approved plumber who can perform in a workman-like manner satisfactory to the Town of Newburgh.

**WS – 2 Water:** In the installation of a new service line, all work shall be performed at the owner’s expense. If there is an existing curb box and valve installed, the applicant shall be responsible for providing service from the curb box and valve to the building.

If the is no existing curb box and valve, the applicant shall be responsible for providing from the Town water line to the building.

**Note:** All work within the Town Highway right-of-way shall be covered by a highway work permit obtainable from:

Town of Newburgh Highway Department

90 Gardnertown Road

Newburgh, NY 12550

Phone: 845-561-2177

Valve requirements for the service line shall be as follows:

1. A gate or ball valve shall be installed in the line at the meter on the house service side of the meter.
2. A gate of ball valve shall be installed in the service line within the building just before the meter connection.

Note: “a” and “b” above are for future meter replacement or repair.

1. Curb box and valve, should they not exist, shall be installed in the service line approximately eighteen (18”) inches in front of the applicant’s property line.

Each curb box cover shall have the word “water” cast on it.

All service line fittings from Town water line to meter shall be of a **flared type**.

All service lines shall have a **minimum cover of four to one-half feet (4 ½’).**

All service lines shall have a minimum inside diameter of three quarters of an inch (¾’).

All service lines with an inside diameter up to and including two inches (2’), shall be type K-soft tempered copper tubing meeting U. S. Government specifications.

The Town of Newburgh **shall reserve the right to specify the size and type of service lines to be used.**

Water Distribution personnel **shall inspect all service line installations prior to backfilling.**

The Town of Newburgh **shall witness all Taps.**

Preliminary Inspection – please make sure of the following:

1. Service line is four and one-half feet (4½’) below ground level.
2. All fittings are of the flare type.
3. The gate valve has been installed inside the building at the end of the service line. (see valve requirements item b).

The Water Distribution Department will inspect the installation, pressure test and flush the line.

If the installation is satisfactory, the applicant may then backfill the excavation.

Backfill shall provide one foot (1’) of rock-free dirt over the copper service line to prevent damage from stones.

**WS – 3 Water Meter:** Water meters are supplied and maintained by The Town of Newburgh.

Water meters shall be located immediately inside the building in a location which is warm enough to prevent freezing. The location shall also be easily accessible to provide for meter reading and repair.

**WS – 4 Previous Water Service:** All previous non Town water supply lines, such as well supply, shall be disconnected from any lines supplying the building with Town of Newburgh water.

Previous water supplies such as wells may be used for lawn watering etc., but shall not in any way be cross connected to the Town water supply system.

**WS – 5 Final System Inspection:** When all elements of the system have been installed, the applicant should call for a final inspection to:

Town of Newburgh Water Distribution Department

845-564-7813

Upon approval the curb valve shall be opened and the meter area will be checked for leaks.

Upon final system approval, the meter shall be sealed and the system placed in operation.

**WS – 6 System Maintenance:** When the system is deemed operational, the future maintenance shall be as follows:

1. Owner – maintains service line from curb valve to the building.
2. Town of Newburgh – maintains the curb valve and box, service line from curb valve to main, water meter.

**\*\*\*\*\* PLEASE NOTE \*\*\*\*\***

If the applicant wishes to deviate from the above standards, he/she shall first contact the Water Distribution Superintendent for prior approval.

Any service line covered without first being inspected will have to be uncovered for said inspection.

