



Utility Tie-In Permit Application

City of North Pole

125 Snowman Lane ♦ North Pole, Alaska 99705

Tel. 907.488.2281 ♦ Fax 907.488.3002

All fees and any required surety bond must be paid in full and a completed and signed utility contract must be submitted before a permit is issued and before any work may begin. Beginning work without a permit shall be subject to fines as specified in the North Pole Municipal Code, Section 13.12.150.

1. Utility Tie-In Location		
Street address:		
2. Excavation Requirements		
A. Tie-in requires excavation of City property (street, alley, right-of-way, etc.) <input type="checkbox"/> No <input type="checkbox"/> Yes: If yes you must submit an Excavation Permit and pay a Surety Bond.	B. Tie-in requires excavation of property other than the permit applicant's property for example, private, state or FNSB property <input type="checkbox"/> No <input type="checkbox"/> Yes: If yes, attach documentation authorizing excavation on the property.	
3. Easement/Vacation of Easement Necessary for Utility Tie-In		
A. Utility tie-in requires obtaining an easement <input type="checkbox"/> No <input type="checkbox"/> Yes: If yes you must attach copy of the easement.	B. Utility tie-in requires vacation of an easement <input type="checkbox"/> No <input type="checkbox"/> Yes: If yes you must attach copy of the vacation of easement.	
4. Utility Tie-In Type		
A. Service type(s) <input type="checkbox"/> Water <input type="checkbox"/> Sewer	B. Circulation pump <input type="checkbox"/> No <input type="checkbox"/> Yes, horsepower: _____	C. Non-residential usage Estimate in gallons per minute (gpm) Water: Estimated peak usage _____ gpm Sewer: Estimated peak discharge _____ gpm
5. Water Service Information		
A. Water service type <input type="checkbox"/> Copper <input type="checkbox"/> HDPE <input type="checkbox"/> DIP	B. Water service line size <input type="checkbox"/> 1-inch <input type="checkbox"/> Other: _____ inch	C. Distance to water main Estimated distance from the structure served to the water main _____ feet
6. Connected Structure Information		
A. Structure Type <input type="checkbox"/> Single family <input type="checkbox"/> Multifamily Number of units: _____ <input type="checkbox"/> Commercial <input type="checkbox"/> Institutional <input type="checkbox"/> Industrial	B. Year Constructed	C. Primary plumbing material in building <input type="checkbox"/> Copper <input type="checkbox"/> PVC <input type="checkbox"/> Other: _____

7. Utility Tie-In Fees		
Water service line size	Water tie-in fee	Sewer tie-in fee
¾ inches to 2 inches	\$250	\$250
Greater than 2 inches up to 4 inches	\$300	\$300
Greater than 4 inches	\$350	\$350
Amount of water tie-in fee due: _____ Amount of sewer tie-in fee due: _____		
8. Description of Work and/or Special Circumstances		
9. Installer Information		
Excavator: Only licensed contractors may excavate on Utility infrastructure.		
Name	Address (city/state/zip)	Prof. license #
Phone:	Email:	
Plumber or Mechanical Administrator: Only licensed Plumbers or Mechanical Administrators may make connections to Utility water or sewer mains.		
Name	Address (city/state/zip)	Prof. license #
Phone:	Email:	
10. Applicant: Owner or Developer		
Name	Address (city/state/zip)	
Phone:	Email:	

11. Contractual obligations of connecting to North Pole Utility System

1. I, the applicant, understand and agree that I will furnish all labor and materials and pay for all costs necessary to make connection (tie-in) to the City’s utility system.
2. I, the applicant, agree to adhere to the City of North Pole’s Service Line Standards in reference to the materials needed for the tie-in to the City’s utility system.
3. I, the applicant, understand that I will bear the expense necessary to correct any deficiencies or make repairs caused to the City’s utility system by my tie-in.
4. I, the applicant, understand that I am responsible for all maintenance and repairs with respect to the portion of the line which extends from the City’s main(s). See North Pole Municipal Code, 13.16.020.
5. I, the applicant, understand and agree that the City of North Pole shall have access to my property at all times necessary for the purpose of inspecting the water and sewer tie-in on my property; to repair the City’s water and sewer distribution system; and to disconnect and/or shut off utility service in the event the utility account becomes delinquent.
6. I, the applicant, or my agent, agree to verify the presence of other utilities or underground articles in the excavation area including, but not limited to, telephone and electrical utility lines.
7. I, the applicant, or my agent, shall be responsible for all damages to persons or property that occur as a result of fault or negligence in connection with the prosecution of the work and shall hold the City harmless.
8. I, the applicant, agree to pay all water and sewer charges as prescribed in Chapter 13 of the North Pole Municipal Code. The City shall have a secured interest in the above referenced property for payment of all utility bills and charges that may arise under the City of North Pole Code of Ordinances.
9. If a Highway Park Subdivision property owner, I have received a copy of resolution 98-29.

I, the applicant by my signature below acknowledge that I have read and understand this agreement and agree that this agreement shall extend to and bind the successors and assigns of the City and the applicant.

Name, please print

_____ Signature	_____ Date	_____ Driver’s license or State ID #
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- A minimum of 48 hours notification is required to schedule a water main shutdown and inspection by the North Pole Utility Department.
- All work MUST be inspected by the North Pole Utility before water service is returned to the main and the work is covered. Work not inspected by the North Pole Utility before it is covered shall be re-excavated for inspection.
- The following must be attached to this application (see NPMC 13.16.020).
 - * Alaska Business License and City of North Pole Business License for contractor’s performing work.
 - * Proof of commercial general liability insurance for all operations performed by the contractor on an occurrence basis against claims for personal injury; bodily injury; death and property damage, including loss of use.
 - * Proof of workman’s compensation insurance, if required by law.
 - * A work plan including a work schedule.
 - * Other proof of capability to perform such work as required by the North Pole Utility.