



Residential Water / Wastewater Tap Permit Application

625 E. 10th Street | 505 Barton Springs Road | 512-972-0000 | AWTaps@austintexas.gov

PROPERTY INFORMATION - Address must be approved by **Address Management Services**

Service Address: _____
 Lot: _____ Block: _____
 Subdivision/Land Status: _____ Plat Date*: _____
 Phase: _____ Section: _____

**Attach plat date document from County records; if plat date is not verified the current Impact Fee is charged.*

APPLICANT INFORMATION - Responsible party for tap fees and monthly utility billing

Name: _____
 Company Name/DBA: _____ Tax ID: _____
 Driver's License or SS #: _____
 Phone: _____ Email: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____

METER / CONNECTION INFORMATION

Type of Permit Requested: _____ Meter Size: _____
 (*Water and Wastewater, Water Only, Irrigation*)
 Bath Count: _____ Irrigation Meter Size/Type: _____
 Meter Upgrade/Downgrade Cutover from Septic Tank Cutover from Well
 Type of Property: Single Family Two Family Residential (including Accessory Dwelling Unit)
 Mobile Home Duplex Townhouse/Condo
 Other: _____

AGREEMENT

I understand and agree to the conditions in this document and all permitting requirements. I hereby apply for a tap connection to the water and/or wastewater system at the service address listed on this application. If any of the information I provided is incorrect, I understand that I may have to pay additional capital recovery fees or other costs associated with relocation of water or wastewater connections. I understand that upon request for meter inspection and installation, a City of Austin utility billing account will be set up in the name of the Applicant, and monthly charges will be billed to this party. I authorize Austin Water/City of Austin to enter upon the above-described private property to conduct inspections related to this application. Applications submitted electronically imply your signature.

 Printed Name Signature Date

This application must be completed in full before the tap request can be processed and invoiced. Application processing may take up to five business days, and permit fee invoices will be sent electronically to the email address listed on the application. Separate applications are required for separate dwelling units on the same property.

Service Address: The property address must be verified and approved by the city's [Address Management Services](#) prior to submitting an application for Plan Review, Tap Permit, or Plumbing Permit (if the property is outside the city of Austin).

Plat Date: Tap impact fees are calculated using the plat date of the property. Austin Water is not responsible for identifying the plat date of a property--this information can be obtained through the county clerk's office. Please submit a copy of the platting record along with this application.

Applicant Information: The person or entity applying for a tap permit will be invoiced for tap fees. In addition, the applicant person/entity will be set up as the utility billing customer upon installation of the water meter and/or wastewater connection. Please inform the Taps office if a separate person/entity will be responsible for the monthly utility billing once the installation is complete.

Bath Count/Fixture Units: The bath count provided will be verified with submitted building plans to ensure proper meter sizing and invoicing. If fixture units are to be used for meter sizing, a separate document must be submitted that details the calculated fixture units.

Properties in the city limits of Austin must have an approved Plan Review before the tap permit can be issued.

For properties outside the city limits, a plumbing permit is required. Permanent water and/or wastewater service lines and the installation of a permanent water meter requires passing a final plumbing inspection.

EXPIRATION

The Tap Permit will expire two years after the date of issue; refund requests will not be accepted after the expiration date. To keep the tap permit active after the two-year period, for properties inside Austin city limits, you must have an active building or plumbing permit. For properties outside the city limits, you must have an active plumbing permit with the City of Austin.

WATER SERVICE INSPECTION AND METER INSTALLATION

- To request a water meter inspection/installation, call 512-974-9405 or use the [Austin Build + Connect](#) website.
- You will be prompted for your personal identification number (PIN) and ten-digit Water permit number that is printed on the tap fee invoice provided by the Taps office.
- If you don't know your permit or PIN number email: AWTAPS@austintexas.gov
- If you do not have a PIN #, complete the [Inspection Agent Letter of Authorization and Request for PIN](#)
- Enter the Inspection code associated for your request:
 - 626 for Water Meter Inspection
 - 510 for Wastewater Service Connection Inspection
 - 526 for Septic Tank Abandonment Inspection

Inspection requests are generally completed within ten business days after the date of the inspection request.

Inspection requests are subject to Development Services inspector approval of meter installation, and the requester will be notified by email if an inspection request cannot be processed.

Austin Water will inspect the water service connection using the [Standards Manual \(520-AW series\)](#) and install a water meter upon successful completion of the inspection. If an inspection finds any issue with standards not being met, a notification will be left in the meter box and an email will be sent to the applicant explaining the reason for the failed inspection. A re-inspection fee may be assessed depending on the issue noted.

Development Services inspectors will inspect the wastewater service connection of the private property sewer at the point where it connects to the city sewer. Failure to obtain a wastewater inspection will make you liable for all costs associated with verifying that connection procedures are met, other requirements are completed and for billing of services since the connection date.

SEPTIC TANK ABANDONMENT

To connect to Austin Water wastewater service from a septic tank, follow [Austin Water's Procedure for Tank Abandonment](#)

QUESTIONS?

Call 512-972-0000, email AWTaps@austintexas.gov or visit AustinTexas.gov/Department/Taps