



TO: Builders and Plumbers
FROM: Dan Van Dyke, Byron-Gaines Utility Authority Manager
RE: Updated Byron-Gaines Utility Authority Policies
DATE: January 18, 2007

In an effort to provide the highest quality operations and maintenance within our systems to Byron and Gaines Townships, we have updated the following policies. Please review these policies with your employees to be sure that unnecessary delays in construction are avoided. If you have any questions, please feel free to contact our office at (616) 971-0002.

Policies for Inspections, Operation and Repair of Curb Stops, Meter Sets and Other Related Matters

Office Hours: Monday-Friday, 8:00 a.m. – 4:30 p.m. except holidays
Office Phone: (616) 971-0002

For after-hour or holiday emergencies contact Duty person through Eagle Security at 243-1255.

WATER & SANITARY SEWER INSPECTIONS

- All water and sanitary sewer connection inspections are performed by the Byron Gaines Utility Authority and are scheduled through our office.
- Inspections require at least 24 hour notice to allow for scheduling. Proper permits must be obtained from the Township **before** inspections are scheduled.
- Inspections require that our inspector visually observe the process, including making the connection and laying of the lateral or service to its end point. The inspector will take the appropriate measurements to be included on the permit(s) and approve or deny approval of the work.

OPERATION AND REPAIRS OF CURB STOPS

- **NEW RESIDENTIAL:** Plumbers may operate the curb stop on new residential buildings for construction water use as an exception to Township Ordinance as listed below. A \$25 construction water use fee is charged at the time of the issuance of the water permit by the Township for the water used during this phase.
- **COMMERCIAL & EXISTING RESIDENTIAL:** **All curb stops for water services are to be operated only by the Utility Authority per Article 15, Section 1501 of Township Ordinances.** A meter must be installed prior to the water being turned on at a commercial or existing residential building. Anyone other than Authority personnel who turns a curb stop on or off may be subject to sanctions against working in the Townships, fines, and/or legal action. With the exception of emergencies, water turn on and off requests require 24-hour advanced notice.



- Builders are responsible for the condition of the curb stop box during the building process. The box must be straight, clean of debris so a curb key can be easily set on the curb stop to operate it, and kept 6 inches above property grade until final grade is established and personnel from the Authority lower it.
- If Authority personnel are unable to operate the curb stop because the curb stop box is damaged or not accessible, the builder or plumber will be notified. Repairs must be completed before the meter will be installed.

METER INSTALLATIONS

- Meter sets are scheduled through our office and require at least 24 hour notice to allow for scheduling. Meter installations are performed by Authority Personnel for meter sizes 2" and smaller.
- Meter horns and meter bars are furnished by the Township Water & Sewer Department along with the required installation instructions, standards, and drawings when the water permit is issued and all fees have been paid.
- **Refer to the meter set drawings provided with the meter bar/horns for the requirements needed to be complete prior to the meter set appointment.**
- Prior to the installation of the meter, the service line must be flushed.

OTHER RELATED MATTERS

- Builders and plumbers may incur charges from the Authority for time and materials if work is performed by Authority personnel that should have been done by the builder or plumber, for work requiring overtime, for excessive inspection time, or for other time and material deemed appropriate and reasonable. Failure to pay the invoice will result in appropriate action by the Authority.