

SYRACUSE WATER DEPARTMENT APPLICATION AID

WATER SERVICES

Domestic = W, C, LP, OC

FIRE = W, C, OC, LFDC, CF

Lead Replacement Program = W, F

Back Flow Preventers = W, OCHD

DEPARTMENT OR PARTIES INVOLVED

OC ONONDAGA PLUMBING CONTROL
W SYRACUSE WATER DEPARTMENT
C CODES
CF CODES FIRE
LP LICENSED PLUMBER
LFDC LICENSED FIRE DESIGN CONTRACTOR
F Treasury Dept (finance)
A Assessment
NG National Grid
S Sewers
OCHD Onondaga County Health Department

Application Process

AS OF JULY 1st 2011. BACKFLOW PREVENTERS REQUIRE REVIEW AND APPROVAL BY SWD, SWD will forward to OCHD

Cross Connection Control Plan Submittal 7 page (W,Water) Kim Kelchner (315-448-8347)
(BACKFLOW PREVENTERS) Phil Johnston (315-448-8346)
(SWD will forward to OCHD after approval) (OCHD, Onondaga County Health Dept)

Required documents need to be filled out and submitted to SWD. (Note: You may want to submit documentation by email for review and then once SWD has approved documents submit final hard copy as required by CCCPS. SWD will submit hard copy to OCHD.

(CROSS CONNECTION CONTROL PLAN needs approval before SWD will accept water service applications and payment.)

Contacts SWD: Kim Kelchner (315-448-8347) kkelchner@syr.gov.net
and Phil Johnston (315-448-8346) pjohnston@syr.gov.net

New Construction Requires the Following:

Approved Building Plans (C,Codes) Nick Altieri – 315-448-8601
Building Permit Number (C,Codes)
Site Plan Specifically Showing (W,Water; S,Sewers; NG,National Grid)
– all utilities for project (electric, gas, water, sewer)
– labeled utilities and their separation dimensions
Property Tax ID Number Owner Tax Bill (A,Assessment)
– Resubdivisions and New Tax ID Number Owner
(when a property is resubdivided there has to be a new Tax ID Number assigned).
Owner Information (Name, Address, Phone).
Owner Billing Information (Name, Address, Phone).
Pay Appropriate Fees. There are set Fees for services, see water fee sheet. (W,Water) Kim Kelchner (315-448-8347)
Phil Johnston (315-448-8346)

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Domestic Water Service

- Plumbing Permit Number (pulled by LP from OC) (OC 315-435-6614) (LP, Licensed Plumber)
- Licensed Plumber - required to get permit and perform work in City of Syracuse
- Service Sizing (W,Water) Kim Kelchner (315-448-8347)
Phil Johnston (315-448-8346)

Fire Service

- Fire Permit Number (pulled by LFDC from CF) (CF, Jerry Duda – 315-448-8678)
- Licensed Fire Design Contractor required to submit sprinkler design and water demands to Codes (CF) for review and approval for permit number before SWD can do fire service application.
- Fire Service Sizing (CF, Jerry Duda – 315-448-8678)

NOTE: DO NOT FORGET CROSS CONNECTION CONTROL PLAN SUBMITTAL (backflow preventer)

Note: Services may take 4 to 6 weeks to be installed, after permit is completed, plan accordingly. (W, Sup: Henry Rosado, 315-448-8352)
(W, Assist Sup: Chris Catalano, 315-448-8367)

Remodeling, Change of Use or Occupancy or Service Replacement Only

NOTE: For a New Water or Fire Service for Remodeling or Change of Occupancy the requirements are the same as NEW CONSTRUCTION plus the following.

Fixture Count and Water Demand: LP, Licensed Plumber, per OCPC book needs to calculate the fixture count and related water demand for the building. Fixtures are sinks, toilets hose bibs, etc. per OCPC book.

Service Replacement Only:

Site Plan Specifically Showing (W,Water; S,Sewers; NG,National Grid)

- all utilities for project (electric, gas, water, sewer)
- labeled utilities and their separation dimensions

Property Tax ID Number

- Resubdivisions and New Tax ID Number (when a property is resubdivided there has to be a new Tax ID Number assigned).

Owner Tax Bill (A,Assessment)
Owner

Plumbing Permit Number (pulled by LP from OC) (OC 315-435-6614) (LP, Licensed Plumber)

Owner Information (Name, Address, Phone).

Owner Billing Information (Name, Address, Phone).

Pay Appropriate Fees. There are set Fees for services, see water fee sheet. (W,Water) Kim Kelchner (315-448-8347)
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Lead Water Service Replacement Program

- Note: The Water Service into a home or business is broken up into three parts.
- 1st Part Water Main to Curb Box (shut off near road), is owned by the City.
(public portion)
 - 2nd Part Curb Box to Water Meter in basement, is owned by the Home Owner
(private portion)
 - 3rd Part Water Meter, owned by the City.
- NOTE: Home Owner is responsible for the valves and other pipe fittings on either side of the meter.

Public Portion of Lead Service:

Currently the Syracuse Water Department will replace the public portion of your service, if you have proof that the private portion of a service has already been replaced. Proof: Basement inspection by SWD, LP Inspection, Receipt from work.

Requirements: Same as above for SERVICE REPLACEMENT ONLY.

Private Portion of Lead Service:

Home owners have several choices

- 1 Pay a Licensed Plumber to Replace the Lead Service to current codes.
– Inspection by (W,Water) before back fill. (LP, W)
- 2 Go through the LEAD REPLACEMENT PROGRAM, which allows you to put it on your taxes (application available) (W,Water) Kim Kelchner (315-448-8347)
Phil Johnston (315-448-8346)

WATER TESTING FOR LEAD IN DRINKING WATER

Note: SWD does not currently offer Lead Testing, so refer home owners to the following Labs.

C.E.S. INC. 1401 ERIE BOULEVARD E. SYRACUSE NY	315-478-2374	LIFE SCIENCE LABS 5854 BUTTERNUT DRIVE EAST SYRACUSE NY	315-445-1105
O.B.G LABS 5000 BRITTONFIELD PKWY EAST SYRACUSE NY	315-437-0200	ENVIR. LAB SERVICES 7280 CASWELL DRIVE NORTH SYRACUSE	315-458-8033
UPSTATE LABS 6034 CORPORATE DRIVE EAST SYRACUSE NY	315-437-0255	BUCK ENVIRONMENTAL LABS 526 OLD LIVERPOOL RD LIVERPOOL	315-451-2644