

**SAN LEON MUNICIPAL UTILITY DISTRICT
WATER & SEWER TAP PROCEDURES**

1. You must obtain your address through Centerpoint Energy @ 713-207-4460 before you apply for your permit.
2. Secure a Building Permit from Galveston County at:
Galveston County Engineers
722 21st, 1st Floor
Galveston, Texas 77550
1-409-770-5552
3. Bring the Building Permit to the water office.
4. Complete all paperwork for:
 - a) **Water and Sewer Tap Application:**
\$3000.00 - 3/4" water & 4" sewer - single family residential
All taps other than single family residential will be by separate quote
 - b) **Inspection fees:**
\$120.00 for New Construction
\$75.00 for Mobile Home or Manufactured Home
\$30.00 for RV
 - c) **Service Application:**
\$150.00 service/security deposit for renters
\$50.00 service/security deposit for owners (must supply proof of ownership – tax statement or recorded warranty deed)
5. Stakes **MUST BE** placed on the property marked "WATER" and "SEWER" where you would like the taps installed. Water and Sewer must be AT LEAST 10 feet apart. The District will try to accommodate your request but cannot guarantee the taps will be installed where requested. It is suggested that you do not run your service lines until the taps have been made.
6. The District will install the taps in approximately 6-8 weeks from application and payment date. When the tap is installed, the District will lock the meter until the customer has notified the District that they are ready for their water service to begin. After all inspections have been completed, a service application filled out and a service/security deposit paid, the lock will be removed **BY THE DISTRICT** and service will be activated.
7. The District requires a 24-hour notice on all inspections. All plumbing inside and outside must be left open and inspected before cover up.

SLMUD PROCCES FOR NEW TAPS AFTER APPLICATION AND FEES ARE PAID:

- a) The application will be processed into our software once it has been accepted by the district. This takes about 2 days.
- b) The work order is then submitted to the Galveston County Permit office to obtain an approved permit for the installation of the taps on or in county right of way. This takes about 2-3 weeks to receive an approval.
- c) Once we receive an approved permit we will then submit locates to Texas 811. They will then locate Electric, Gas and Phone lines. This process will take about 5 days.
- d) The work order is then scheduled for construction in the order that the application was received. The time frame for this depends on the weather and your place in line.