



New Water Service

November 2017

PLEASE NOTE: Informational Bulletins should not be used as substitutes for actual codes and regulations. Detailed information regarding codes and regulations can be obtained by calling the Code Administration Division at 307-721-5271.

This bulletin is designed to help you through the permit and installation process for establishing a new water service. It provides general information on how to apply for your permit, what fees are required, and how long the process is likely to take.

The following steps must be followed.

Are your plans approved? All installations must meet minimum state and local codes. Plans for new construction must be approved before construction begins. Please call for information regarding existing buildings or uses.

Pay the fees. The process begins at the Code Administration Division located at 405 Grand Avenue with payment of the Plant Investment, water meter, and plumbing permit fees. A fee schedule is available from Code Administration.

Sign up for service. Sign up for city services at the Utility Billing Office, located at 406 Iverson Street. You must provide all pertinent information before an account can be set up. Please note that it takes at least **three days** for all permits and accounts to be established, so please plan your work in advance.

Water meter installation. Call or visit the Utility Billing Office at 406 Iverson Street, to schedule installation of the water meter. It is important to remember that no water meter can be installed until an account has been set up, so please wait a minimum of three days after signing up to schedule the installation. An additional 24-hour notice is required to schedule the meter set and there must be an adult present at the time of installation.

It is unlawful to turn on or use water without a water meter installed and you could be subject to a fine or additional expense.

Contact numbers:

Code Administration (permits/inspections) 307-721-5271
(permits & inspections)

Utility Billing 307- 721-5222
(set up accounts & schedule meter install)