



## MANITOWOC PUBLIC UTILITIES

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1303 South 8<sup>th</sup> Street P.O. Box 1090 Manitowoc, WI 54221-1090 920-683-4600 FAX 920-686-4315 [www.mpu.org](http://www.mpu.org)

April 28, 2016

To: Plumbers / Contractors

**Re: Water Service Applications**

Manitowoc Public Utilities (MPU) is updating our water service application process. A revised service application is attached and can be found on our website at [www.mpu.org](http://www.mpu.org).

Applications for new water service connections, taps, or service replacement shall be submitted to the City of Manitowoc Building Inspection Department.

We would also like to remind all contractors of the following requirements which will be strictly followed going forward:

1. MPU will not make any taps on a water main unless a service application is completed and approved. This application needs to be provided to MPU **3 business days** prior to MPU making a tap. Only MPU personnel are permitted to tap water mains.
2. No connections to water mains or laterals are permitted without prior service application. All new connections to the water system shall have a metering point installed within 6 months of the connection date.
3. All water service laterals shall be of undiminished size from the street main to the point of meter placement.
4. For 1 ½" and larger services, service and supply pipes shall be inspected prior to covering. Piping that has not been inspected by MPU shall be required to be excavated for inspection at no cost to MPU.
5. Only MPU personnel are permitted to operate curb stops or valves to turn on water. Plumbers may turn the water on to test their work, but upon completion must leave the water turned off.
6. Only authorized utility or city personnel are permitted to operate fire hydrants. Private hydrants may be operated by qualified inspection personnel, but only with prior authorization from MPU.
7. Water meters 1 ½" and greater shall have a lockable meter bypass.
8. All below-grade metering manholes require prior approval by MPU.
9. The property owner is responsible for protecting the curb stop box from damage. The curb stop shall be free of dirt and accessible following grading or paving operations.

Thank you for your cooperation with this matter. If you should have any questions, please contact me at (920) 686-4354 or by email at [rmichaelson@mpu.org](mailto:rmichaelson@mpu.org).

Sincerely,

Robert Michaelson, PE  
Water Systems Manager

CC: Cynthia Carter, Dan Salm, Pete Dollhopf, Nilaksh Kothari - MPU  
Bill Jindra, Greg Kadow – City Building Inspection