



**CITY OF HUNTSVILLE
UTILITY DEPARTMENT SERVICE APPLICATION
COMMERCIAL APPLICANTS**

Fax: 936-291-5489 EMAIL: UTILITYBILLINGEMAIL@HUNTSVILLETX.GOV

DEPOSIT OPTIONS:

- Cash ■ Check
- C.D. Assignment
- Irrevocable Letter of Credit



ACCOUNT NUMBER: _____

DEPOSIT:

*(Average of a two-month billing
Plus \$50.00 cart dep.)*

_____ Amount

_____ Receipt No.

SERVICE FEE: \$20.00

_____ Receipt No.

_____ Service Order No.

****See attached "Request for Disclosure of Information Maintained by the City of Huntsville Utility Billing Department" This must be filled out and returned with your application. ****

Name of Company/Business: _____

If Multi is it Apartment/Mobile Home Park: _____ How many Units: _____

Location of Service (physical address): _____

Mail Utility Bill To: _____

E-Mail Address: _____

Local Manager: _____ Local Phone No: _____

Property Owner Information:

Own: _____ Rent: _____ Owner/Landlord's Name: _____

Address: _____
Street/P.O. Box City State Zip

Business Owner Information:

Name: _____ I.D. _____

Address: _____
Street/P.O. Box City State Zip

Social Security/Federal Tax I.D. No. _____ Phone No. _____

Have you ever had utility service with the City of Huntsville? _____ When? _____

Address? _____ Business Name: _____

Is your business considered to be a: Corporation Sole Proprietorship Partnership

Is your Company/Business Tax Exempt? Yes If yes, please provide Tax Exempt Certificate No

In applying for utility service from the City of Huntsville, I understand that I am responsible for ensuring that all water sources are turned off prior to the water meter(s) being unlocked and turned on. I also understand that I am responsible for any damages incurred as a result of a water source being open at the time that the service is started.

I am requesting that the meter(s) be unlocked and turned on:

_____ Date

Utility Applicant's Signature

_____ Date Signed

SERVICE AGREEMENT

1. **PURPOSE.** The CITY OF HUNTSVILLE is responsible for protecting the drinking water supply from contamination or pollution which could result from improper private water distribution construction or configuration. The purpose of this service agreement is to notify each CUSTOMER of the restrictions which are in place to provide this protection. The utility enforces these restrictions to ensure the public health and welfare. Each CUSTOMER must sign this agreement before the CITY OF HUNTSVILLE will begin service. In addition, when service to an existing connection has been suspended or terminated, the water system will not re-establish service unless it has a signed copy of this agreement.
2. **RESTRICTIONS.** The following practices are prohibited by State regulations.
 - a. No direct connection between the public drinking water supply and a potential source of contamination is permitted. Potential sources of contamination shall be isolated from the public water system by an airgap or an appropriate backflow prevention device.
 - b. No cross-connection between public drinking water supply and a private water system is permitted. These potential threats to the public drinking water supply shall be eliminated at the service connection by the installation of an airgap or a reduced pressure-zone backflow prevention device.
 - c. No connection which allows water to be returned to the public drinking water supply is permitted.
 - d. No pipe or pipe fitting which contains more than 0.25% lead may be used for the installation or repair of plumbing at any connection which provides water for human use.
 - e. No solder or flux which contains more than 0.2% lead can be used for the installation or repair of plumbing at any connection which provides water for human use.
3. **SERVICE AGREEMENT.** The following are the terms of the service agreement between the CITY OF HUNTSVILLE and (CUSTOMER) _____.
 - a. The CITY OF HUNTSVILLE will maintain a copy of this agreement as long as the CUSTOMER and/or the premises is connected to the CITY OF HUNTSVILLE water system.
 - b. The CUSTOMER shall allow his property to be inspected for possible cross-contamination and other potential contaminations hazards. These inspections shall be conducted By the CITY OF HUNTSVILLE or its designated agent prior to initiating new water service; when there is reason to believe that cross connections or other potential contamination hazards exist; or after any major change to the private water distribution facilities. The inspections shall be conducted during the CITY OF HUNTSVILLE'S normal business hours.
 - c. The CITY OF HUNTSVILLE shall notify the CUSTOMER in writing of any cross-connection or other potential contamination hazard which has been identified during the initial inspection or the periodic reinspection.
 - d. The CUSTOMER shall immediately remove or adequately isolate any potential cross-connections or other potential contamination hazards on his/her premises.
 - e. The CUSTOMER shall, at his expense, properly install, test, and maintain any backflow prevention device required by the CITY OF HUNTSVILLE. Copies of all testing and maintenance records shall be provided to the CITY OF HUNTSVILLE.
4. **ENFORCEMENT.** If the CUSTOMER fails to comply with the terms of the SERVICE AGREEMENT, the CITY OF HUNTSVILLE shall, at its option, terminate service or properly install, test, and maintain an appropriate backflow prevention device at the service connection. Any expenses associated with the enforcement of this agreement shall be billed to the CUSTOMER.

CUSTOMER SIGNATURE: _____ DATE: _____

CUSTOMER NAME: _____

SERVICE ADDRESS: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____



City of Huntsville

NOTICE

Request for Disclosure of Information Maintained by the City of Huntsville Utility Billing Department

Information in your City of Huntsville utilities customer account record, including information regarding customer usage, service, and billing, including amounts billed or collected for utility usage, is generally exempted from disclosure under Texas Government Code, Chapter 552 (Public Information Act). *However, the Texas Utilities Code, Chapter 182 (Rights of Utilities Customer) provides that a customer of a government-operated utility may request that the government-operated utility disclose personal information in a customer's account record, including the customer's address, or any information relating to the volume or units of utility usage, or the amounts billed to or collected from the individual for utility usage. Additionally, a customer or a representative of the customer may receive information exempted from disclosure if the information is directly related to the utility service provided to the customer and is not otherwise confidential by law.

This form enables you to request disclosure or rescind of certain information under Texas Utilities Code, Chapter 182. If you wish to request disclosure or rescind your information, please check the box below that applies, then sign and return, City of Huntsville Utility Billing Department, 1212 Avenue M Huntsville Tx. 77340.

Pursuant to Section 182.052 (c) (1) of the Utility Code,

I, _____ (printed name), at

_____ (printed service address), can also be reached at

_____ (printed phone number) do hereby request to disclose or to rescind

my previous request for disclosure by marking the appropriate box below:

Please check box to keep all your account information **CONFIDENTIAL** or leave blank for **DISCLOSURE** of account information pursuant to Section 182.052 (b).

RESCIND a previous request for disclosure pursuant to Section 182.052 (d).

I authorize the following individual to have access to all information on my account.

Name: _____

Driver's License No: _____

Question? Call the Utility Billing Department at 936-291-5431

*Confidentiality under Chapter 182 does not prohibit a government-operated utility from disclosing personal information in a customer's account record to" (1) an official or employee of the state, a political subdivision of the state, or the United States acting in an official capacity; (2) an employee of a utility acting in connection with employee's duties; (3) a consumer report agency; (4) a contractor or subcontractor approved by and providing service to the utility, the state, a political subdivision of the state, or the United State; (5) a person for whom the customer has contractually waived confidentiality for personal information; or (6) another entity that provides water, wastewater, sewer, gas, garbage, electricity or drainage service for compensation.

X

Utility Billing Customer



City of Huntsville

WASTEWATER SURVEY FOR NON-RESIDENTIAL USERS

1) Company Name: _____

DBA: _____

Facility Address: _____

(City, State, Zip)
(Phone Number)

Mailing Address: _____

(City, State, Zip)
(Phone Number)

Hours of Operations: _____
Number of Employees: _____

2) Person authorized to represent this firm in official correspondence with the City of Huntsville:

Name: _____ Title: _____

Phone: _____ Email: _____

3) Identify Type(s) of Business Conducted:

- Office/Clerical Restaurant/Food Products
 Retail/Sales State/Federal Institution
 Process/Manufacturing (Specify category & SIC code if known)

Other (Specify) _____

4) Provide a brief narrative description of the manufacturing, production, or service activities your firm conducts and any chemicals, solvents, cleaners, petroleum products, pesticides, herbicides, heavy metals, or hazardous materials used, generated, or disposed of:

5) a Do you (will you) use City water service? Yes No

b Do you (will you) use City sanitary sewer service? Yes No

If you answered “yes” to (b) and a waste stream other than domestic sewage is (will be) produced, provide a brief narrative description of waste:

6) Do you (will you) use any type of wastewater pretreatment unit (i.e., grease trap, grease interceptor, grit trap, filters, etc.)? If so, please provide a brief description of its type, capacity, manufacturer, etc.

7) Estimated volume water used/discharged per day _____gallons.

8) “I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.”

Name (Typed or Printed)

Signature

Date

CITY USE ONLY

(Completed form should be forwarded to Environmental Services Division)

Tax Parcel # _____

911 GIS # _____

Date Received _____ Reviewed _____ By _____

Permit Application Required? Yes No

STATE OF TEXAS

§

CITY OF HUNTSVILLE

COUNTY OF WALKER

§

UTILITY SERVICE

AGREEMENT

**WATER
SEWER
GARBAGE**

1. I agree to pay for available utility services furnished by the City of Huntsville at the requested location, _____, and at the rates established by the City Council of the City of Huntsville.
2. I agree to pay for all utility services delivered by the City to the described location until I give the City notice to discontinue service.
3. I agree that the described location will be used for single/multi family residential / business purposes only, and that utility services will be used only by the occupants of the described location.
4. I agree to permit the City to discontinue water, sewer and/or garbage service to the described location, or to any other location where I receive City utility services, if I fail to pay for utility services provided to me by the City. Further, I agree that the City may refuse service at a new location if I am delinquent on any utility accounts with the City.
5. I agree to abide by and consider as part of this contract any ordinance, rule and regulation that the City adopts concerning utility service. I agree to keep all plumbing and plumbing fixtures at the described location in repair, and to promptly stop leaks.
6. I grant to the City the right to access the meters whenever necessary. I acknowledge that the meters are the property of the City, and that they may be turned on or off only as authorized by the City. I agree that the City may, in addition to its rights to terminate service to me after notice for nonpayment or service contract violation, disconnect utility service to the described location without any notice to me to mitigate a hazardous condition.
7. If there is a dispute concerning billing, I acknowledge that I have the right to a hearing with the Utility Billing Supervisor, 1212 Avenue M, City Hall, Huntsville, Texas 77340, (936)291-5430.

Utility Customer