New Residential Plan Review Checklist

Submission of digital plan sets is recommended. If you are submitting a hard copy, two (2) sets of plans are required. Plan Review and Inspections will be completed by Bureau Veritas.

Project Address: ___________________________ Date: ________________

_____ Completed Building Permit Application

_____ Site Plans to include
   Legal Description (lot, block, subdivision)
   North arrow and scale
   Property lines and lot dimensions
   All easements
   Proposed structure and all existing buildings
   Driveways and sidewalk dimensions
   Setbacks for front, rear and sides of house must be shown on site plan


_____ Foundation Plans – Conventional Rebar Slab Foundation, Regionally Accepted Practices, Foundation Detail (Reference IRC) or Engineered plans or Post Tension Foundation – Engineered Foundation plans and letter. Engineered plans must state that the foundation was designed for the soil conditions on that particular lot and that the foundation meets the design criteria of the IRC.

_____ House plans - Floor plan, exterior elevations, roof design, mechanical design, electrical design, plumbing design, construction details, window/door schedule, masonry on wood details, sheer wall details (engineered if required by the city).

_____ Driveway approaches and drainage culverts – Engineered plans (Driveways accessing State Highways require TxDOT permit)

_____ Water and sewer tap requests - both forms must be submitted with the permit application and must be paid before the building permit is issued.
Residential Permit Submittal Requirements

CONSTRUCTION DOCUMENT SUBMITTALS: Construction documents must be submitted along with a completed permit application form including project address, applicant name, phone # and email address. Note: Incomplete permit applications will delay the plan review and permit approval processes.

Site plans (plot plans) drawn to a scale of 1" = 20’. Site plans must show lot dimensions, footprint of building and distance from building to property lines, platted building lines, driveways, all easements, and the address and legal description of the lot.

Floor plans drawn to a scale of 1/4" = 1’. Floor plans must show all dimensions, room names, size and type of windows and doors, cabinets and fixtures, and ceiling heights.

Exterior elevation plans drawn to a scale of 1/4" = 1’. Exterior elevation plans must show exterior materials, windows and doors, roof slopes, chimneys, and overhangs.

Structural plans, where required, drawn to a scale of 1/4" = 1’. Structural plans must show second floor framing, ceiling framing, roof framing, headers, and beams.

Foundation plans (must be sealed by a State of Texas Licensed Engineer or Foundation Detail (Refer to IRC for additional requirements) drawn to a scale of 1/4" = 1’. Foundation plans must show all dimensions, location and spacing of beams, location of post-tensioning cables (if applicable), location and sizes of rebar (if applicable), concrete specifications, slab thickness, beam sizes and details, post-tensions cable details (if applicable), other notes and requirements by the Engineer, and the address and legal description of the lot.

Engineer’s foundation design letters. Letters must include a statement that the foundation has been designed specifically for soil conditions of listed lot and that design is in accordance with the building code, must be sealed by the State of Texas Licensed Engineer that designed the foundation plans, and must show the address and legal description of the lot.

Engineered Wind Bracing Plans – comply with current adopted City Codes.

Masonry on Wood details, if applicable. Masonry on wood details must be sealed by a State of Texas Licensed Engineer or built to the International Residential Code details.

Electrical plans (may be combined with floor plan) drawn to a scale of 1/4" = 1’. Electrical plans must show location of receptacles and other outlets, exhaust fans, smoke detectors, light fixtures, service equipment and panels.

Plumbing plans (may be combined with floor plan) drawn to a scale of 1/4" = 1’. Plumbing plans must show location of fixtures, water heaters, and gas outlets.

Mechanical plans (may be combined with floor plan) drawn to a scale of 1/4" = 1’. Mechanical plans must include engineering calculations, diagrams, location and nature and extent of the work proposed.


NOTE: A Form Survey sealed by a State of Texas Licensed Surveyor will be required to be on site for the Plumbing Rough Inspection.
Typical Residential Inspections and Request Form

BV Task Management System has the ability to add other department approvals to the list of required inspections, as requested by the city.

___ Plumbing Rough
___ Water Service

___ Yard Sewer
___ Form Board Survey

___ Electrical Underground (Concrete Encased Grounding Electrode / UFER Ground)
___ Foundation (sealed and signed Foundation Engineers pre-pour inspection report required for all engineered foundations)

___ Electric Rough
___ Mechanical Rough
___ Gas Rough Piping/Test
___ Plumbing Top-Out
___ Framing
___ Windstorm (Contractor provides to city as required)

___ Energy Insulation
___ Flatwork / Approach Windstorm (Contractor provides to city as required)

___ Electrical Final
___ Mechanical Final
___ Plumbing Final

___ Energy Final
___ Building Final
___ Customer Svc. Insp. Form

___ T-Pole
___ Flatwork / Approach

Email Inspection requests: permits@cityofbaycity.org
REQUESTS MUST BE RECEIVED BY 3:30 PM FOR NEXT DAY INSPECTION
For Questions: 979-323-1659, option 1 for building department

Prior to scheduling an inspection, please be sure all subcontractors have obtained permits, if applicable.

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<thead>
<tr>
<th>Requestor’s Name:</th>
<th>Requestor’s Phone:</th>
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<tr>
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<td>Company:</td>
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<td>Project Address:</td>
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<td>City &amp; County of Project(s):</td>
<td>Subdivision:</td>
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<td>Permit #:</td>
<td>Date Needed:</td>
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RESIDENTIAL INSPECTION RECORD
This record must remain on site until project completion

PROJECT ADDRESS________________________ PERMIT#________________

DO NOT COVER WORK UNTIL APPROVED

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Comments

REQUESTS MUST BE RECEIVED BY 3:30 P.M. FOR NEXT DAY INSPECTION
Email: permits@cityofbaycity.org
Phone: 979-323-1659, option 1 for building department
GENERAL NOTES

1. FOR CONCRETE PAVED DRIVEWAY USE CONSTRUCTION JOINT DETAIL IF JOINING TO EXISTING CONCRETE DRIVEWAY. USE EXPANSION JOINT DETAIL AT RIGHT-OF-WAY LINE.

2. FOR CONCRETE PAVED DRIVEWAY GRADE OF REINFORCING STEEL SHALL BE ASTM A615 GRADE 40 IN ACCORDANCE WITH TxDOT ITEM 440.

3. FOR CONCRETE PAVED DRIVEWAY ALL REBAR TO BE SET ON BAR CHAIRS. PLASTIC OR METAL BAR CHAIRS ARE ACCEPTABLE; NO BRICKS, BROKEN CONCRETE, ROCKS, ETC.

4. SUBGRADE SHALL BE COMPACTED TO 90% STANDARD PROCTOR.

---

DRIVEWAY WIDTH
(15' - 30')
SEE PLAN

RIGHT-OF-WAY

SIDEWALK

CONCRETE OR ASPHALT PAVEMENT; SEE SECTIONS PROVIDED BELOW

LOCAL OR COLLECTOR STREET

A 6" TYPE A, GRADE 2 CRUSHED LIMESTONE PER TxDOT ITEM 267. MATERIAL SHALL BE PLACED IN MAXIMUM 6" COMPACTED LIFTS AND COMPACTED TO 95% MODIFIED PROCTOR DENSITY (ASTM D1557) AT A MOISTURE CONTENT OF 4% OF OPTIMUM

#3 BARS @ 12" O.C.E.W.
5" THICK, CLASS A, 3000 PSI CONCRETE PER TxDOT ITEM 421

CONCRETE PAVEMENT

PRIME AND SINGLE COURSE SURFACE TREATMENT

ASPHALT PAVEMENT

---

RESIDENTIAL DRIVEWAY
(CONNECTING TO LOCAL OR COLLECTOR)

STANDARD CONSTRUCTION DETAILS

DATE: 11/22/19

REVISED DATE: 11/22/19

PAV - 11
GENERAL NOTES

1. FOR CONCRETE PAVED DRIVEWAY USE CONSTRUCTION JOINT DETAIL IF JOINING TO EXISTING CONCRETE DRIVEWAY. USE EXPANSION JOINT DETAIL AT RIGHT-OF-WAY LINE.

2. FOR CONCRETE PAVED DRIVEWAY GRADE OF REINFORCING STEEL SHALL BE ASTM A615 GRADE 40 IN ACCORDANCE WITH TxDOT ITEM 440.

3. FOR CONCRETE PAVED DRIVEWAY ALL REBAR TO BE SET ON BAR CHAIRS. PLASTIC OR METAL BAR CHAIRS ARE ACCEPTABLE; NO BRICKS, BROKEN CONCRETE, ROCKS, ETC.

4. SUBGRADE SHALL BE COMPACTED TO 90% STANDARD PROCTOR.

RESIDENTIAL DRIVEWAY
(CONNECTING TO ARTERIAL)

STANDARD CONSTRUCTION DETAILS

DATE: 11/22/19

REVISED
DATE: 11/22/19

PAV - 12
GENERAL NOTES

1. FOR CONCRETE PAVED DRIVEWAY USE CONSTRUCTION JOINT DETAIL IF JOINING TO EXISTING CONCRETE DRIVEWAY. USE EXPANSION JOINT DETAIL AT RIGHT-OF-WAY LINE.

2. FOR CONCRETE PAVED DRIVEWAY GRADE OF REINFORCING STEEL SHALL BE ASTM A615 GRADE 60 IN ACCORDANCE WITH TxDOT ITEM 440.

3. FOR CONCRETE PAVED DRIVEWAY ALL REBAR TO BE SET ON BAR CHAIRS. PLASTIC OR METAL BAR CHAIRS ARE ACCEPTABLE; NO BRICKS, BROKEN CONCRETE, ROCKS, ETC.

4. SUBGRADE SHALL BE COMPACTED TO 90% STANDARD PROCTOR.

---

COMMERCIAL DRIVEWAY
(CONNECTING TO LOCAL OR COLLECTOR)

STANDARD CONSTRUCTION DETAILS

DATE: 11/22/19
REVISED DATE: 11/22/19

PAV - 13
GENERAL NOTES
1. DRIVEWAY GRADE MUST RISE TO TOP OF CURB ELEVATION TO CONTROL DRAINAGE IN STREET GUTTER.

A 8% MAX CHANGE IN GRADE (SAG PI)
B 12% MAX CHANGE IN GRADE (CREST PI)

ALLOWABLE DRIVEWAY GRADE
(RESIDENTIAL OR COMMERCIAL)

STANDARD CONSTRUCTION DETAILS
DATE: 11/22/19
REVISED DATE: 11/22/19
PAV - 15
City Of Bay City
Standards for Access Driveways to City Streets

NOTE: ANY DRIVEWAY THAT WILL ACCESS A STATE HIGHWAY FALLS UNDER THE JURISDICTION OF THE
TEXAS DEPARTMENT OF TRANSPERTATION AND MUST MEET ALL STATE REGULATIONS.

Concrete Driveways Accessing City Streets MUST:

Obtain a building permit from the City Public Works Department. Complete and return along with a
sketch of the layout with dimensions as close as possible to the Public Works Dept.

All drainage pipe type and size will be approved by the Public Works Department and can be installed
by the owner/contractor or the Public Works Dept.

Driveways installed where there is a curb and gutter must have a valley drain that matches the flow
design.

Where driveways meet at the shoulders of the street, it is the responsibility of the installer to make a
gradual and smooth transition to prevent any traffic hazards.

These standards are only for driveways located in the city right of way. Any portion located on the
owner’s property will fall under the jurisdiction of the City Building Inspection Department.

Driveways must be a minimum of 12’ wide

Concrete slab will be a minimum of 5” thick for residential use and 6” for commercial use.

All concrete shall be a class “A” 3000psi design mix.

All slabs will have a minimum of a 2” sand base.

All slabs will have a reinforcement mat containing #4 (1/2”) rebar at 16” OC spacing each way max.

Slabs will have a bar running parallel with all edges of the forms with a clearance of no more than 3”

Mats will be supported with chairs to maintain as close to center of slab as possible.

Existing concrete road/street shall be doweled with #4 rebar 18” long @ 16” on center to a minimum
depth of 6”.

A Redwood expansion joint shall be used where the driveway meets the street and where driveway
meets owner’s property line and city right of way.

NOTE: When a concrete driveway will tie into an Asphalt road/street, ALL criteria applies EXCEPT no
expansion joint is needed between driveway and road.

There shall be a 24hr notice given to the City Public Works Dept. prior to placing concrete in order to
insure all requirements have been met.

Any questions or concerns can be addressed by the City Public Works Office at 979-323-1659
GENERAL NOTES

1. GRADE OF REINFORCING STEEL SHALL BE ASTM A615 GRADE 40 IN ACCORDANCE WITH TxDOT ITEM 440.
2. EXPANSION JOINTS SHALL BE LOCATED AT DRIVEWAYS AND OTHER FIXED OBJECTS AND AT 40' MAXIMUM INTERVALS ALONG THE SIDEWALK.
3. TOOLED CONTRACTION JOINTS SHALL BE LOCATED AT REGULAR INTERVALS EQUAL TO THE WIDTH OF THE SIDEWALK.
4. CONCRETE SHALL MEET THE REQUIREMENTS OF TxDOT ITEM 421 - HYDRAULIC CEMENT CONCRETE, CLASS A, 3,000 PSI CONCRETE WITH THE FOLLOWING MODIFICATIONS: SLUMP SHALL RANGE FROM 4 INCHES TO 6-1/2 INCHES AT THE POINT OF PLACEMENT.
5. SIDEWALKS SHALL BE SLOPE IN ACCORDANCE WITH TEXAS ACCESSIBILITY STANDARDS.
6. ALL REBAR TO BE SET ON BAR CHAIRS. PLASTIC OR METAL BAR CHAIRS ARE ACCEPTABLE; NO BRICKS, BROKEN CONCRETE, ROCKS, ETC.

CONCRETE SIDEWALK (DETACHED FROM CURB)
GENERAL NOTES

1. GRADE OF REINFORCING STEEL SHALL BE ASTM A615 GRADE 40 IN ACCORDANCE WITH TxDOT ITEM 440.
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5. SIDEWALKS SHALL BE SLOPE IN ACCORDANCE WITH TEXAS ACCESSIBILITY STANDARDS.
6. SIDEWALK ATTACHED TO CURB OR REQUIRING LEVELING UP SHALL BE BEDDED USING BANK SAND. BANK RUN SAND SHALL BE SP, SW OR SM PER USC (ASTM D2487) AND SHALL HAVE THE FOLLOWING PROPERTIES: LESS THAN 15% PASSING #200 SIEVE; LESS THAN 2% CLAY LUMPS; PI < 7; LL < 25.
7. ALL REBAR TO BE SET ON BAR CHAIRS. PLASTIC OR METAL BAR CHAIRS ARE ACCEPTABLE; NO BRICKS, BROKEN CONCRETE, ROCKS, ETC.

CONCRETE SIDEWALK (ATTACHED TO CURB)

STANDARD CONSTRUCTION DETAILS

DATE: 11/22/19

REVISED DATE: 11/22/19

PAV - 10
# Water Tap Request

**City of Bay City**

1217 Avenue J  
Bay City, Tx 77414  
(979) 323-1659

<table>
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<tr>
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<th>Address</th>
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<tbody>
<tr>
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<td>Address of requested tap</td>
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<td>Reason for requested tap</td>
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**Signature** [ ] **Date**

*Please note that all tap requests are good for **30 days** after the quote has been given*

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<td>Backflow Prevention Device Required</td>
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**NOTES**

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Approval of Tap Request/Fees: ____________________________  
**UTILITIES FOREMAN**

________________________________________  ____________________________________________  
**UTILITIES SUPERINTENDENT**  **PUBLIC WORKS ASST DIRECTOR/DIRECTOR**
City of Bay City

Sewer Tap Request

1217 Avenue J
Bay City, Tx 77414
(979) 323-1659

Name
Address

Phone Number
Address of requested tap
☐ Commercial  ☐ Residential

Reason for requested tap

Signature  Date

*Please note that all tap requests are good for 30 days after the quote has been given*

For Office Use Only

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NOTES

Approval of Tap Request/Fees: ____________________________ UTILITIES FOREMAN
____________________ UTILITIES SUPERINTENDENT  PUBLIC WORKS ASST DIRECTOR/DIRECTOR
CITY OF BAY CITY
WATER TAP SERVICE AGREEMENT

I. PURPOSE. The CITY OF BAY CITY is responsible for protecting the drinking water supply from contamination or pollution which could result from improper private water distribution system 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 BAY CITY, UTILITY DEPT., 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.

II. RESTRICTIONS. The following unacceptable 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 air-gap or an appropriate backflow prevention device.
B. No cross-connection between the 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 air-gap 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 8.0% 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.

III. SERVICE AGREEMENT. The following are the terms of the service agreement between the CITY OF BAY CITY, UTILITY DEPT. and ______________________ (Name of Customer).
A. The Water System will maintain a copy of this agreement as long as the customer and/or the premises is connected to the Water System.
B. The Customer shall allow his property to be inspected for possible cross-connections and other potential contamination hazards. These inspections shall be conducted by the Water System 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 changes to the private water distribution facilities. The inspections shall be conducted during the water System’s normal business hours.
C. The Water System 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 premises.
E. The Customer shall, at his expense, properly install, test, and maintain any backflow prevention device required by the Water System. Copies of all testing and maintenance records shall be provided to the Water System.

IV. ENFORCEMENT. If the Customer fails to comply with the terms of the Service Agreement, the Water System shall, at its option, either 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’s Signature:___________________________________________

Date:________________________________________________________

Rules and Regulations for PWSs: 30 TAC 290 Subchapter D
RG-346 ■ Revised February 2004