

Commercial Tap Application Preparation

The application must be filed in person at either of our two office locations (One Texas Center, 505 Barton Springs Road, 1st floor, Development Assistance Center **or** Waller Creek Center 625 E. 10th St, Suite 200). You can print a pdf of the [application here](#). The following needs to be provided in and with your application:

Customer must bring in an approved set of utility construction plans that showcases water and wastewater needs. Customer must also have applied for a building permit if inside the City limits or Plumbing Permit if outside the City limits before the tap permit can be issued.

Separate applications are required for separate dwellings on same property (detached or not). Prior to seeing a representative to purchase a commercial taps please complete all information fields on the commercial TAP application except for the “*OFFICE USE ONLY*” section. This includes the:

- Service Address
- Lot, block, Subdivision/Land Status, Section, Phase
- Property plat date
- Meter size and type needed
- Type of structure
- Number of bathrooms in the structure now and proposed (bathrooms without a bathtub or shower are considered .5 of a bathroom)
- Billing information: This information should be for the person/company that will pay the monthly utility bill.
- Contact Information: Please complete the phone and email information to be used when there is a question about the application.

Review applicant instructions and conditions on the reverse side of the application and sign the application.

For detail and explanation of our Water and Wastewater tap fees **click here**.
(<http://www.austintexas.gov/department/water-and-wastewater-impact-fee>)