

## Residential Tap Application Preparation

The application can be filed electronically by [clicking here](#) or filed in person at our two office locations (One Texas Center, 505 Barton Springs Road, 1<sup>st</sup> floor, Development Assistance Center **or** Waller Creek Center 625 E. 10<sup>th</sup> St, Suite 200). Whether in person or electronically the following needs to be provided in your application:

Customer must have an approved plan review (or plumbing permit for outside 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 residential meter please complete **all** information fields on the residential TAP application except for the “*OFFICE USE ONLY*” section. If any fields are not completed tap application will not be processed. A complete application includes the following:

- Service Address
- Lot, block, Subdivision/Land Status, Section, Phase
- Document proving property plat date (This can be obtained from the County Records, if platting is not required then a Land Status Determination letter from the COA will suffice)
- 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.