

**DEPARTMENT OF ENVIRONMENTAL SERVICES
WATER SERVICE INSTALLATION PROCESS
For Additions, Upgrades and New single family houses
MEMORANDUM**

1. The Department of Environmental Services (DES) will charge \$3200.00 installation fee for the new water service. A property plat / plan from the applicant showing the location of the proposed water service is **required** with Water/Sewer Application.
2. DES will process the Water/Sewer application form and submit the application to the Utility Services Office (USO), in Suite 710, for a new water/sewer account. For new construction or water service upgrades, the applicant must call DES permitting office at 703-228-3677, to request the water service installation. The new water service will be installed by County Water Maintenance crews in approximately 30 days. For additions, the water/sewer application is processed and sent to County Water Maintenance the same day. Contact listed on application will be called for installation arrangements. **Please note that the installations of the water service and water meter occur in two separate steps (See Note 6 for meter installation).**
3. The County right-of-way generally includes the sidewalk and the roadway. If there is no sidewalk, curb and gutter, approximately 5-7 feet from edge of the roadway toward the house is considered County right-of-way (check plat/plan for the actual location of the Right-of-Way line).
4. When working in the Right-of-Way, the Plumber contracted to make the new water service connection must apply for a Right-of Way permit from DES at the same time with the Plumbing permit from Inspection Services Division (ISD) prior to service connection. The contracted plumber must have a valid Virginia state contractor license to apply for the Right-of-Way permit.

We highly encourage you to ask your contractor to see the Plumbing and Right-of-Way permits prior to allowing him to begin working. Please note that failure to have all of these permits may result in a stop work order being placed for the entire project. This stop work order will remain in place until all of the appropriate permits are obtained and available on site.

For house additions in which an upgrade of the water service is required, (refer to Section C of the Residential Building Permit Application), the applicant is responsible for upgrading the water service line from the house to meter box prior to installation of the water service by Arlington County.

5. Once the new water service is installed and the Plumbing and Right-of-Way permits have been issued, the plumber may connect the service and request inspection from ISD **while the trench is still open**. After the inspection is approved by ISD, the plumber can fill in the trench and restore the property and right-of-way completely. Once the restoration is complete, a DES Inspector will visit the site to ensure that the right-of-way has been properly restored.
6. Upon successful ISD inspections, **the applicant/property owner needs to contact the DES Customer Service Call Center at 703 228-6570 and request a new water meter installation.** Normally a meter is installed within 24 hours or less. **Please note meters will not be installed if the plumber has not connected to the new public water service.**



DEPARTMENT OF ENVIRONMENTAL SERVICES

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**DEPARTMENT OF ENVIRONMENTAL SERVICES
WATER SERVICE INSTALLATION PROCESS
For Irrigation-Only Accounts
MEMORANDUM**

1. A Plumbing Permit from Inspection Services Department (ISD) is required for a new water service. The Department of Environmental Services (DES) will charge \$3200.00 installation fee for the new water service. A property plat / plan from the applicant showing the location of the proposed water service is **required**.
2. DES will process the Water/Sewer application form and submit the application to the Utility Services Office (USO) for a new water only account. The applicant must call DES permitting office at 703 228-3677 and request service installation. The new water service will be installed by County Water Maintenance crews in approximately 30 days. **Please note that the installation of the water service and installation of the water meter are two separate steps (please see Note 6 below).**
3. When working in the Right-of-Way, the plumber making the connection to the new water service must apply for a Right-of Way permit before connecting to the new water service. The plumber is required to have a valid Virginia state contractor license to apply for the Right-of-Way permit.
4. Plumbing permits are issued by ISD and only valid for work performed on private property. The County right-of-way generally includes the sidewalk and the roadway. If there is no sidewalk, curb and gutter, approximately 5-7 feet from edge of the roadway toward the house is considered County right-of-way (check plat/plan for the actual location of the Right-of-Way line).

We highly encourage you to ask your contractor to see the Plumbing and Right-of-Way permits prior to allowing him to begin working. Please note that failure to have these permits may result in a stop work order until all of the appropriate permits have been obtained and are on site.

Prior to the installation of the water service line by Arlington County, the applicant is responsible for installation of the water service line from the irrigation system to the proposed meter box location.

5. Once the new water service is installed and the Plumbing and Right-of-Way permits have been issued, the plumber may make the connection and request inspection from ISD **while the trench is still open**. After the approved inspection by ISD the plumber can fill in the trench and restore the property and right-of-way. Once the restoration is complete a DES Inspector will visit the site to ensure that the right-of-way has been restored properly.
6. Upon successful ISD inspections **the applicant/property owner needs to contact the DES Customer Service Call Center at 703 228-6570 and request a new water meter installation**. Normally a meter is installed within 24 hours or less. **Please note meters will not be installed if the plumber has not connected to the new public water service.**