

*Welcome New Customer*

**BERKELEY COUNTY PUBLIC SERVICE SEWER DISTRICT**

P.O. BOX 944 • MARTINSBURG, WEST VIRGINIA 25402-0944 • 304-263-8566

**SEWER SERVICE CONNECTION APPLICATION**

**APPLICANT TO COMPLETE FULLY**

Application is hereby made for Sewer Service to the property address:

Property Address \_\_\_\_\_

Subdivision Name \_\_\_\_\_ Lot # \_\_\_\_\_

Occupancy Date (as applicable) \_\_\_\_\_

Sewer Use:     Residential         Commercial         Industrial

Water Provided By:     BCPSD         City of Martinsburg         Well         Community System

**APPROPRIATE FEES MUST BE PAID WITH THIS APPLICATION**

**\$90.00 SECURITY DEPOSIT\***        Payment Date/Method \_\_\_\_\_ Account # \_\_\_\_\_

**\$350.00 SERVICE CONNECTION FEE**        Payment Date/Method \_\_\_\_\_

**ATTACH COPY OF DRIVER'S LICENSE - SOCIAL SECURITY #** \_\_\_\_\_

Previous Customer        If so, when \_\_\_\_\_         New

Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Rent         Own         Other

If rent: Property Owner's Name \_\_\_\_\_ Phone \_\_\_\_\_

Property Owner's Mailing Address \_\_\_\_\_

Applicant's Place of Employment \_\_\_\_\_ Phone \_\_\_\_\_

Employment Address \_\_\_\_\_

Name of Spouse \_\_\_\_\_

Spouse's Place of Employment \_\_\_\_\_ Phone \_\_\_\_\_

Spouse's Employment Address \_\_\_\_\_

**APPLICATION MUST BE SIGNED BY OWNER OF PROPERTY TO BE SERVED**

The property Owner is responsible for all charges due on this account. I understand that this application is accepted subject to availability of service at this location. I have read the reverse and agree to take sewer service, to pay monthly invoices upon receipt, and to abide by all of the Berkeley County Public Service Sewer District's rules and regulations until discontinued by my request in writing.

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*In order for us to process your application it is necessary that the application provide a check or money order for \$90.00, a copy of the current driver's license and the applicant's social security number in the space provided. Not providing a completed application with the items above will delay the process.

## SEWER SERVICE TERMS AND CONDITIONS

**As a Berkeley County Public Service Sewer District customer you agree to abide by the following terms and conditions and all other restrictions:**

1. All new connections to the District's collection system will be installed in accordance with the District's specifications, ordinances and regulations, and with all applicable West Virginia laws, rules and regulations. This holds true regardless of who does the installation. Taps to the District's main line will be performed by District personnel unless written authorization from the District is granted to you.
2. All new connections will be inspected by a representative of the BCPSSD. You will make a request for inspection at the main office at least 48 working hours in advance, and you will be responsible for making sure that the lateral line, connection and trench from the structure to the main line **REMAIN UNCOVERED** until an inspection form marked "PASSED" is issued to you. Failure to comply will result in a penalty.
3. You agree to pay your monthly bill **UPON RECEIPT**. Since you are paying for services received in the previous month, there is no grace period in which to pay your bill. Bills are mailed on or around the 5<sup>th</sup> of each month. On the 20<sup>th</sup> day after your bill is issued, a penalty is added to your outstanding balance. On the 30<sup>th</sup> day, your account is considered delinquent and water service may be terminated for failure to pay your sewer bill.
4. You agree to **NOT** dispose of **CIGARETTE BUTTS, FEMININE HYGIENE PRODUCTS, DISPOSABLE DIAPERS, PAPER** (other than toilet tissue), **PLASTICS, COOKING GREASE, OR OTHER INAPPROPRIATE DEBRIS** into the sanitary sewer system by way of your toilets, sinks or any other method. These items cause blocked sewer lines, pump station malfunctions and contribute to odor and treatment problems. These problems can cause health hazards and lead to expensive fixes. Disposing of inappropriate items into the sewer system ultimately results in an increase in your bills. If you are in doubt about what is acceptable, please contact the District for a copy of our Household Plumbing Guide and our Hazardous Waste Disposal Guide.
5. You agree to refrain from discharging water from the following sources into the sewer system: sump pumps, roof down spouts, indoor floor drains, cooling waters from air conditioners, swimming pools, storm drains and groundwater sources. Cleanouts are to remain tightly capped to prevent surface water from entering the sanitary sewers.

Should you have any questions regarding any of the above conditions or specific issues about your sanitary sewer service, please contact us at (304) 263-8566.