BELMONT WATER DEPARTMENT
SERVICE PERMIT INSTRUCTIONS

Service forms are available online at www.belmontnh.org and from the Water and Land Use Offices in the Town Hall. Installation and operation are administered under the Belmont Water Regulations.

- Complete the Application Form providing all requested information.
- Return the completed service form to the Water or Land Use Office. The request will be reviewed by the Water Department. When an approved service form is returned to you it will identify:
  - Fee due
  - Type and conditions of installation
- Provide the original approved service form and a check payable to the Town of Belmont to the Tax Collector’s Office. The service form marked paid will be returned to you and a copy of the receipted form sent to both the Water and Land Use Offices.
- Installation may proceed once you have obtained the receipted service form.
  - Meters shall be installed as close as possible to service entrance, in an accessible location, and must have two (2) shut-offs, one installed on the intake and one on the discharge side of the meter.
- Contact the Water Department for installation inspections as required.
BELMONT WATER SERVICE APPLICATION
(To be completed by applicant)

Property Owner: __________________________________________________ Tele: _______________________

Mailing Address: __________________________________________________

Tenant (Individual/Business name): __________________________ Tele: _______________________

Mailing Address: __________________________________________________

Bill service to (name): __________________________________ Tele: _______________________

Mailing Address: __________________________________________________

Property Street Address: __________________________ Unit #: _____ Tax Map/Lot #: __________

Application Type:  □ NEW SERVICE  □ CHANGE OF OWNERSHIP

Number of Customer Units:

- □ Homes
- □ Apartments
- □ Stores
- □ Business
- □ Offices

“Customer Unit” shall mean:
- any dwelling accommodations designed for the use of not more than one family including overnight cabins, cottages and trailers with housekeeping facilities, equipped for permanent occupancy. Ordinarily the test of whether or not a dwelling unit is designed for more than one family shall be determined by the number of individual kitchen sinks and the existence of more than one kitchen sink shall be prima facie evidence that such accommodations were designed for more than one family; or
- any store, office, commercial or manufacturing establishment operated as an independent unit and in which at least one water fixture is located.

Size of Service: _____  Size of Meter: _____  Sprinkler Service: Size: _____  No. of Heads: _____

Date Service will be Needed: ______________________

In making application for water service at the premises described below, I hereby agree to accept the rates, terms and conditions of the Belmont Water Department. I understand that I am responsible for any damage to the meter caused by my neglect. I understand that the meter must be kept readily accessible for reading or inspection at all times. I understand that I am responsible for the installation and care of all plumbing and fixtures on my premises, including the service pipe from the highway boundary to my buildings, and that I must make all necessary repairs to prevent leaks and damage. I promise to notify the Belmont Water Department of any future change in the number of customer units.

________________________                 __________________________________________________
Date                  Signature of Land Owner

________________________                 __________________________________________________
Date                  Signature of Tenant or Other Person Accepting Responsibility for Payment of Bills

Office Use Only

□ Approved  Fee Due:___________  □ Not Approved  __________________________

Reason

Conditions: __________________________________________________

Published: ____________________________  Serial #: ______

Review Date:___________  Authorized: ____________________________

Tax Collector Payment Information

Date:___________  Amt:___________  Method:___________

by:________________________

Copies to: __ Water __ Landuse __ Treasurer