

**Everett Water Department Rules
& Regulations**

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Notification

The water department must be notified at least 72 hours in advance for the following:

- Appointments
 - Flow Tests
 - Water Service or Water Main work
 - Dig Safe Mark Outs
 - Inspections
- If a shut off of the city's water main is needed to do any work. The Owner or Contractor is responsible for notifying the water department at least 72 hour in advance of any work. As well as, notifying all homes and businesses at least 48 hours in advance affected by the shut off. The Water Department must approve the time and date of the shut off.
 - Water Department Personnel must be present for all Water shut offs and Turn ons. If Water department Personnel is needed after normal operating hours the owner will be charged by the water department an after-hours rate for all personnel.

Public Water Mains

- The Commission controls the use of all public water mains owned by the City of Everett. No person should uncover, disturb, or connect to the City's water main without prior written authorization.

Private Water Mains

- All private water mains that are connected to the City's water system shall be controlled by the Water Department, but all maintenance, including, construction, installation, repair will be the responsibility of the owner at the owners expense. The city reserves the right to direct the owner to repair or replace their water main if they feel that it is putting the City's water system in jeopardy or water is leaking to waste. The City shall approve and inspect the work being done to ensure proper installation or repair.
- Failure to adhere to the City's request may result in termination of service.

Water Conservation

- No user shall knowingly allow water to leak or run to unnecessary waste.

Permits:

- Before any work is to be done a trench permit must be obtain from the Engineering Department
- Once the trench permit is obtained a water & sewer permit must be obtain from the Water & Sewer Office. Permit application fee is \$25. A Dig Safe number must be provided. A sketch/design is required with the application.
- All Water & Sewer work must be approved and inspected by the Water & Sewer Department.
- All new construction or re construction of an existing dwelling are required to bring a new water service from water main to inside the dwelling.
- The contractor is required to provide as built plans to the Water Department

Connection Fees

A connection fee of \$1000 per inch will be assessed for all new and reconstructed properties that are in need of a new water service/ fire service. The water department will perform the tap on all services 2" and below. Saddle and tap is included. The water department will perform the tap only and is not responsible for any excavation or pipe laying. Appointments for tapping must be made at least 72 hours in advance. Please see attached tapping fee schedule for details.

Reconstruction/ Development of Properties

Due do many older properties having lead water services, if a property is be redeveloped, rebuilt, or undergoing substantial renovations (over \$50,000). A new water line will be required to be installed (At the owners expense) From the City Water Main in the dwelling. The old water line will need to be abandoned at the City Water Main by the property owner.

Installation of New Water Service:

- All new service connections shall be installed by a licensed drain layer that is bonded with the City of Everett.
- The Applicant will be responsible for installation of water service from water main to inside the Dwelling. The cost of all labor, materials and roadway repairs shall be responsibility of the applicant.
- New services above 1" shall be installed with a hand hole at the main, tapping sleeve and valve, or anchor tee and valve.
- The proposed service location, method of installation and materials to be installed must be approved by the Water Department before installation may begin. The piping shall be inspected by the Water Department before any backfilling takes place.
- No water will be turned on to the premises until plumbing is made Meter Ready, dwelling is enclosed, heat is on, siding is on the dwelling, and all fees have been paid.
- There shall be no more than one water meter for each water service.

Existing Water Services:

- The Water department is responsible for maintaining water services 1" or less from Water Main to Curb Shut Off.
- The property owner is responsible for maintaining the service line from curb shut off to inside the premises.
- Any water service larger than 1" is the responsibility of the property owner from Water Main (Including connection to the City's water main) to inside the premises.
- The City is not liable for any commercial water lines, gate valves, or fire lines from the city water supply to the building. The city will not service any water line private or commercial over the size of 1" If the city must repair any line over 1" for emergency reasons, the owner will reimburse the Water Department for the full cost for repairs.

- If the Water Departments determines that there is a leak on the owner's portion of the water service, the Water Department shall notify the owner and the owner shall be responsible for having the leak repaired immediately. All work must be inspected by the Water Department to ensure compliance with these regulations.
- The Water Department, in accordance with City Ordinance 20 -13, may shut off any leaking water service pipe.

Location of Water Service Pipe

- No water service pipe shall be laid in the same trench\with any other public or private utilities, except a fire pipe. All domestic water lines should not be within ten feet of a sewer unless approved by the Water Department.

Tapping Mains

- Where there is more than one public water main on a street the City will determine which water main the owner shall tap.

Demolitions

- Before any demolition is to be done the water department needs to be notified at least 72 hours in advance. All water services including fire service must be terminated and disconnected at the City's water main in accordance with the City's specifications. The City may require the owner to submit a site plan for the work being done. Approval must be given by the water department before any work takes place. No trench will be backfilled until water departments inspects all work.

Fire Service

- The property Owner is responsible for all installation, repairs, and maintenance of their fire service from the City water main including (Tee or Tapping Sleeve (2" or above), and Auxiliary Gate valve) to inside of the dwelling.
- No fire pipe shall be converted to a water service pipe.

- No water service pipe shall be converted to a fire service.
- Fire lines shall be separate for Domestic lines and shall have it's own dedicated line from the water main to inside the building.
- Combine Services are not permitted.

The water departments will NOT operate any fire service auxiliary valves

- No fire pipe shall be converted to a water service pipe.

Hydrants:

- All new fire hydrants installed are to be M&H 929 open Right
- All Newly installed fire hydrants are to be no more than 6 inches above sidewalk
- No traffic flange bolts will be below grade and must be accessible for repair
- Please refer to out Hydrant Specifications

Permits for Use of a Hydrant:

- Any use of water from an unmetered hydrant (Public or Private) for purposes other than extinguishing fires shall only occur after a Hydrant Permit is obtained From the City. After issuance of the permit, a hydrant meter with RPZ Backflow device shall be provided upon payment of a deposit in an amount established by the Commission. Failure to comply with these terms or unauthorized use of a hydrant may result in a fine

Flow test:

- Flow Test will be the responsibility of the requesting party. The Water Department must be notified at least 72 hours in advance of the flow test, the flow fee must be paid, and water department personnel must be present.

Irrigation Systems

- All irrigation systems shall be metered and equipped with an approved backflow prevention device.

Meters and Meter Testing

- All new/redeveloped dwellings are responsible for the cost of the new meters/reading devices. After installation all meters will become the property of the commission
- Furnishing of Meters and Meter Size. For residential and non-residential buildings, the City Services Commission (Commission) shall furnish at the owners expense meters and all automatic reading devices, up to and including 1 inch in size. The owner shall furnish at its expense meters 1 ½ inches in size or larger. Replacement due to damage, neglect, or improper operation will be at the owner expense. The size of the meter required shall be subject to the approval of the Commission.
- Ownership. All meters, once installed, become the property of the Commission, except that the Commission may refuse to take ownership of a meter which is improperly installed or which is the wrong type or size for the premises in question. Where a meter is improperly installed or is the wrong type or size, the owner shall be required to furnish a meter approved by the Commission prior to the commencement or let on of water service. The Commission has the right to change the size of the meter at the owner's expense. All costs and expenses associated with the installation of a meter outside of normal business hours shall be borne by the owner.
- Installation of Meters. The Commission shall, install all meters up to and including 1" in size. Prior to installation of the meter, the owner shall at its expense complete the plumbing so that the premises are ready for meter installation. If plumbing work is necessary to make the premises meter-ready, the Commission will provide plumbing specifications to enable the owner to prepare the premises for meter installation.
- The plumbing shall be completed in a manner that permits installation of the meter closest to the point of entry of the water service pipe. All meters 1 ½" in size and larger and automatic reading devices shall originally be installed by the owner at its expense and inspected by the Commission. All meters and meter installations shall conform to the Commission's Design Criteria and comply with these Regulations. Meters 2 inches in size and larger shall be the Ultrasonic or approved equal as determined by the

Commission and shall be installed with a strainer of the same manufacturer and with a 1-inch tap for meter testing by the Commission.

- Location of Meters. All meters shall be installed within an owner's building as close to the public water supply main as possible in an ample and suitable space free from exposure to freezing unless otherwise directed by the Commission. This space shall at all times be unobstructed and accessible to the Commission for reading, testing, inspection and maintenance purposes.
- Outside Meter-Reading Devices or Automatic Reading Devices. The Commission may install a device on the inside or outside of a building in a conveniently accessible location to enable routine meter readings without internal access to the owner's building. The device shall be installed by the water department at the owner's expense. The Commission shall subsequently maintain and replace such devices at its expense and discretion.
- Right to Enter Premises. In accordance with the Massachusetts General Laws Chapter 165
- Section 11 D, the Commission may enter premises to Install, examine, calibrate, repair, test or remove meters and automatic reading devices.
- Meter Testing. The Commission may subject all meters to periodic tests. The Commission may at any time test, repair or replace any meter at its option and expense. An owner may request that the Commission test his or her meter. At the owner's expense
- Meter Tampering. No person shall bypass, tamper with or prevent a meter from registering water consumption, and such acts shall be subject to the penalties stated in Massachusetts General Laws Chapter 165 Section 11 and to such other penalties as the Commission may adopt.
- Meter Replacement or Repair. The Commission maintains an annual meter installation and maintenance program. Upon notification that a meter is broken or missing, the Commission will install a new meter, provided that the premises are meter-ready. The replacement of a frozen meter or a meter that is lost in service shall be at the owner's

expense. All meters that have been damaged or are not in proper working order shall be repaired/replaced at the owners expense, If plumbing work is necessary to make the premises meter-ready, the Commission will provide plumbing specifications to enable the owner to prepare the premises for meter installation. (C0028-11)

Shutting off Water/ Termination

- The Water Department may shut off water service without notice in order to perform work on a public water main or a water service pipe. (Please refer to section 20-9 of City Ordinances)
- If water service is to be terminated permanently, the owner is responsible for cutting and capping the Pipe at the public water main or turning the service off at the corporation. The terminated service must be completely disconnected from the city water system. All caps are to be mechanical and then restrained with a properly sized thrust block. All work must be inspected by the water department before backfilling. All of this work will be done at the owner's expense.

Backflow Prevention

- Backflow Prevention Required. No person shall have any type of cross connection without an approved backflow prevention device. All backflow devices should meet all Rules and Regulation set by Mass DEP. The Water Department shall approve all plans for the installation of backflow prevention devices. After Device is installed the Water Department will inspect the installation and perform an initial test of the newly installed backflow device.
- The Owner at their expenses is responsible for all installation and maintenance of all backflow devices that are on the property.

- The Water Department or Designee shall conduct annual and semi-annual tests and inspections of all approved backflow prevention devices at the owner's expense
- Any Backflow device that does not pass the test must be repaired or replaced by a licensed plumber or licensed sprinkler fitter at the expense of the owner. **This must be done within 14 days and the device must be inspected and re-tested by the Water Department within that 14 day period. Failure to comply with this regulation may result in termination of service.**

Cross Connections

- The water Department may enter the premises of any property that is served by the water distribution system to conduct routine cross connection surveys and investigations of cross connection or potential cross connections. The owner is responsible for providing surveyor with all information to the property and what the property's function is so that the survey can correctly identify hazards.

Cross Connections Prevention

- Backflow of any non-potable water or any substance or fluid in the City's water distribution system is strictly prohibited
- The Water Department or Designee will determine the degree of hazard on each property and the proper backflow device need to be installed.
- The Water Department has the right to shut off water service to any property that has a cross connection and could be a potential danger to the City's water distribution system. The water will remain off until the cross connection is eliminated.

Private Wells

- All private wells within the City of Everett shall be registered with the City of Everett's Health Department and Everett Water Department. No person shall dig, drive or otherwise establish or install a private well without submitting a copy

Section 2. Cross Connection Regulation

- **Prevention of Cross Connection.** Water from a private well shall not be connected to any piping, equipment or system supplied by the City of Everett's water distribution system at any time.
- **Backflow Prevention Required.** All properties having a private well shall have an approved backflow prevention device installed on the water service pipe, in accordance with Article V of these Regulations, for the protection of the public water system. The approved back- flow prevention device shall be installed on the water service pipe directly after the water meter in accordance with Commission specifications.
- **Property that contains a private well or individual water source that does not serve a residential dwelling.** (A private well or individual water source serving residential dwellings used for potable or non-potable purposes will not be allowed a physical connection with the public water supply system.) No Water pipe from a well shall be allowed inside the dwelling.

Section 3. Notification

- **Approved Private.** Well for Human Consumption. A private well approved for human consumption by the Health Department shall have the Health Department's Water Supply Certificate filed with the Everett Water Department by the property owner.
- **Water Service Disconnection.** Upon issuance of a water supply certificate for human consumption by the Health Department and after establishment of the private well, any existing water service line to the property shall be disconnected from the City of Everett's water distribution system at the water main.

- **Costs.** All costs and expenses incident to the disconnection of the water service line shall be borne by the owner.

Section 4. Decommission

- When a private well is decommissioned, the decommissioning must be done in compliance with the Health Department regulations and MDEP Well Regulations. Notification of the decommissioning of a private well shall be filed with the Everett Water Department, Health Department and MDEP within thirty (30) days after completion of the plugging procedure.

Section 5. Metering

- Any water from a private well entering the Commission's wastewater system shall be metered and shall be subject to the City of Everett's sewer charges.

Liability

- The Water Department is not responsible for any damages from water service being shut down, turned off, or during hydrant flushing. This includes but is not limited to the following: bursting or collapse of boilers supplied by direct pressure; damage by debris in dirty water, the breaking of any pipes, fixtures, control valves, fire pipes and gate valves, stoppage or interruption of water supply. The Commission shall also have no responsibility for any consequential damages (including, but not limited to, food or housing costs) incurred by an owner, customer or user as a result of the water shut down or water turn.
- The Water Department shall not be responsible for any damage resulting from testing, inspecting, repairing, and replacing water meters, automatic meter reading devices, and backflow devices

- The water Department is not responsible for providing water to any home or business during regular maintenance or emergency repairs to the City's Water Distribution System.

Damage to City Water Supply

- If any damage is done to the City's Water System during private construction the Water Department must be notified immediately. The owner or contractor will be responsible for all costs and repairs to the City's Water system.
 - Any Contractor that is doing work in or around water Gate Box, Curb Boxes, or any other City owned water structures is responsible for bringing those structures up to grade so they are accessible.
 - If the Water Department must repair the damage the owner or contractor will be billed for all cost associated with the repair
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- **Please refer to our water Specification for more details**

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