



Application for Certificate of Occupancy

Collinsville City Ordinance #574

Date of Application: _____ **Permit #** _____

Residential **Commercial** **(Check One)** **Sent to Inspect** _____

Name of Occupant: _____ **Date PASSED** _____

Phone#: _____ **Contact customer** _____

Street Address of Property to be occupied: _____

Mailing Address: _____
(Of Occupant) _____

Total of all Fees: \$100.00 **Date Paid:** _____

- A Certificate of Occupancy must be issued on all buildings/structures in all zoning districts when a new occupancy occurs, or occupancy changes. This requirement also applies to new construction and/or remodeled buildings/structures.
- Certificate of Occupancy must be obtained before the utilities are turned on and the building/structure is occupied.
- The fee for the Certificate of Occupancy inspection may be paid by either the landlord or the tenant.
- The fee for this Certificate of Occupancy inspection is one hundred dollars (\$100.00).
- The provisions of this section of this ordinance are designed specifically to provide for the safety and well-being of the tenants who are to occupy said buildings.
- The City Council will appoint a designee to issue a written list of violations that must be corrected before the property may be occupied by a tenant; or will instruct in writing the City Secretary to issue the Certificate of Occupancy as soon as the property has been inspected and found to be suitable for occupancy.
- If the initial inspection finds the property does not pass the safety inspection, the designee appointed to inspect the property will issue a list of repairs that must be completed before the Certificate of Occupancy is issued; when the repairs are completed, the designee will re-inspect the property and if the repairs are in order, will issue the Certificate of Occupancy.
- If the repairs are not in order after the re-inspection of the property, an additional Certificate of Occupancy inspection must be applied for and the fee for the additional inspection and/or any other additional inspections made until the building passes the inspection is one hundred dollars (\$100.00).
- A landlord or property owner may request temporary service, for a period not to exceed ten (10) days, in order to complete any minor repairs and any cleaning of the property or building that may be needed. No one may occupy the property until a Certificate of Occupancy is issued.

Applicant Signature: _____

Meter#: _____ **Read:** _____

City of Collinsville

Residential Application for Water/Sewer Service

Name: _____ **Phone#:** _____

Address of Service: _____

Mailing Address: _____

Drivers License#: _____ **Social Security#:** _____

Employer: _____ **Deposit: \$100.00** **Date Paid:** _____

Water meters are read on or about the 20th of each month. Bills are mailed on the last working day of the month and due between the 1st day and 10th day of each month. Payments made after the 10th day of the month will have a fifteen percent (15%) penalty added to the total amount due. Payments dropped in the City Hall drop box before 8:00 a.m. on the 11th day of the month will be posted as paid on the 10th day of the month.

On the 16th day of the month, service will be terminated on all unpaid utility service bills, unless an extension request has been made and granted from City Hall office personnel. Such request must be made in person no later than 9:00 a.m. on the 16th day of the month and after the granting of an extension, a fee of Twenty-five Dollars (\$25.00) will be billed to the account and the extension of payment past the service termination period will be until 8:00 a.m. on the 22nd day of the month. Nonpayment in full of all charges by 8:00 a.m. on the 22nd day of the month will result in termination of service and thus reestablishment must then occur before water service is reactivated. The actual disconnection of service after termination will be conducted by authorized City personnel as soon as possible after the termination of service (City Ordinance 529).

Reestablishment fee, after termination, will be \$50.00 due at the time the delinquent bill is paid (City Ordinance 530). Tampering with a meter or cutoff valve by anyone after the City of Collinsville has terminated and disconnected service for non-payment shall be charged with a misdemeanor subject to a fine of \$25.00 to \$200.00 and/or turning their water off and not reestablishing the said water service until the said party or parties have satisfied the City of Collinsville as to the damages incurred (City Ordinance 322).

You are responsible for all problems and leaks with water service on your side of the meter and the City of Collinsville is responsible for all problems and leaks on the City side of the meter. When a customer requests that a meter be pulled and tested for accuracy, a \$20.00 fee will be required at the time of request. If the meter proves to be registering inaccurately, the fee is refunded and the meter repaired or replaced. If the meter proves to be registering accurately, the fee is not refunded.

Trash service is mandatory to all City water service users. Regular trash is picked up each Thursday at curb-side. Please limit to six (6) bags at a maximum of forty (40) pounds weight per bag. Household garbage is the collectors first priority, other items such as leaves, etc. will be picked up at the discretion of the collector. All regular garbage must be in plastic bags and tied. Garbage that has been broken into and scattered by animals will not be picked up. Recycled trash is also picked up each Thursday at curb-side and must be placed in appropriate bin or bins. Please separate the bin or bins from bagged trash so that collectors can discern one from the other. The contractor reserves the right to refuse collection service to anyone in the City allowing others outside City service area to place trash within the city for collection with theirs.

Large item trash pickup is the first Thursday of each month and is available by request only. Please furnish City office personnel with your address for this service before 12:00 noon on Wednesday prior to the first Thursday of the month. City office personnel can supply information on what items are available for this service and can be reached at 903-429-6225.

Applicant: _____ **Date:** _____

City of Collinsville
P. O. Box 649
Collinsville, TX 76233-0649

Customer Service Agreement

- I. **Purpose.** The City of Collinsville is responsible for the protecting of the drinking water supply from contamination or pollution, which could result from improper plumbing practices. The purpose of this service agreement is to notify each customer of the plumbing restrictions, which are in place to provide this protection. The utility enforces these restrictions to ensure the public health and welfare. Each customer must sign this agreement before the City of Collinsville will begin service. In addition, when service to an existing connection has been suspended or terminated, the water system will not re-establish service unless it has a signed copy of this agreement.
- II. **Plumbing Restrictions.** The following undesirable plumbing practices are prohibited by state regulation.
- A. No direct connections between the public drinking water supply and a potential source of contamination are permitted. Potential sources of contamination shall be isolated from the public water system by an air-gap or an appropriate backflow prevention device.
 - B. No cross connection between the public water supply and the private water system is permitted. These potential threats to the public drinking water supply shall be eliminated at the service connection by installation of an air-gap or a reduced pressure-zone backflow prevention device.
 - C. No connection, which allows condensing, cooling or industrial process water to be returned to the public drinking water supply, is permitted.
 - D. No pipe or pipe fittings, which contain more than 8.0% lead, can be used for the installation or repair of plumbing at any connection, which provides water for human use.
 - E. No solder or flux, which contains more than .02% lead, can be used for the installation or repair of plumbing at any connection, which provides water for human use.
- III. **Service Agreement.** The following are the terms of the service agreement between the City of Collinsville and the applicant who has signed this agreement.
- A. The water system will maintain a copy of this agreement as long as the customer and/or the premises are connected to the water supply.
 - B. The customer shall allow his property to be inspected for possible cross-connections and other undesirable plumbing problems. These inspections shall be conducted by the City of Collinsville or its designated agent prior to initiating service and periodically thereafter. The inspections shall be conducted during the City of Collinsville's normal business hours.
 - C. The City of Collinsville shall notify the customer in writing of any cross-connection or other undesirable plumbing practice, which has been conducted during the initial inspection or the periodic re-inspection.
 - D. The customer shall immediately correct any undesirable plumbing practice on his/her premises.
 - E. The customer shall, at his expense, properly install, test, and maintain any backflow prevention device required by the City of Collinsville. Copies of all testing and maintain records shall be provided to the City of Collinsville.
- IV. **Enforcement.** If the property owner fails to comply with the terms of the Service Agreement, the City of Collinsville shall, at its option, terminate service or properly install, test and maintain an appropriate backflow prevention device at the service connection. Any expenses associated with the enforcement of this agreement shall be billed to the customer.

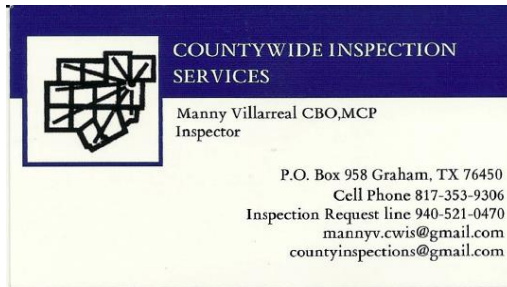
Customer's Signature: _____ Date: _____

Physical Address: _____

Day time phone#: _____

City of Collinsville New Customer CO Information Sheet

Customer: You will need to contact the City Inspector to make arrangements for the inspection. We will contact you to set-up an appointment to turn on your water once we receive notice that your inspection had PASSED.



Example:

CERTIFICATE OF OCCUPANCY INSPECTION CHECKLIST

ELECTRICAL

1. Plug & Switch Covers _____
2. Plug & Switches _____
3. Light Fixtures _____
4. Fuse Panel & Breaker Box Covers _____
5. Breakers & Fuses _____
6. Exposed and/or naked wiring _____
7. Smoke Detectors _____

STRUCTURAL

1. Exterior Doors _____
2. Windows (replace broken glass) _____
3. Porches (dangerous, unstable) _____
4. Floors (dangerous, unstable) _____
5. Walls (holes to outside) _____
6. Roof (possible leaks) _____
7. Ceiling (unsafe) _____
8. Street Address Posted _____

PLUMBING

1. Drains-lavatory, sink, tub, shower _____
2. Faucets-lavatory _____
3. Toilets _____
4. Exposed vent stacks for drains _____
5. Hot water heater vents _____
6. Exposed water/drain pipes _____

PLUMBING REGULATIONS PER TCEQ

RESIDENTIAL

1. Check for private well hooked into public system _____
2. Sprinkler/watering devices for livestock hooked into public system _____
3. Ball-cock in commode tank _____
4. Pressure temperature valve hot water heater _____
5. Vacuum breakers on outside hose bibs _____

COMMERCIAL

1. Grease traps cafes/restaurants _____
2. Back-flow devices on car washes/laundries _____