



Application for Certificate of Occupancy Collinsville City Ordinance #574

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

Residential **Commercial** **Sent to Inspector** _____

Name of Applicant: _____ **Date PASSED** _____

Phone #: _____

Email address: _____

Physical address (address to be inspected) _____

Mailing Address (of the applicant): _____

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: _____

City of Collinsville, Texas

Commercial Application for Utility Services

Service Address: _____ Service Start Date: _____

Applicant: _____ SSN: _____

DL/ID #: _____ State: _____ D.O.B.: _____

Phone / Cell #: _____ Email: _____

Employer: _____ Deposit: **\$350.00**

Date Deposit Paid: _____ Deposit Receipt#: _____

I understand billing statements are mailed between the 25th and the 28th day of the month and due between the 1st day and 10th day of each month.

Mailing Address (if different): _____ City: _____ State: _____ Zip: _____

Co-Applicant: _____ SSN: _____

DL/ID #: _____ State: _____ D.O.B.: _____

Email: _____ Phone / Cell #: _____

Renter – Provide a copy of ID and signed lease agreement including landlords name and phone number.

Owner – Provide a copy of ID

Property Management

Certain information (Address, Telephone No., etc.) is considered “public” unless you instruct the City of Collinsville not to disclose it. Please check the appropriate box to allow release or to maintain confidentiality.

Yes, you may release *No, DO NOT release*

For corporation accounts, the following must be provided:

- Copy of TAX ID certificate OR the SS-4 JRS verification letter assigning the company the EIN #. *The W-9 form is not accepted.*
- Proof of ownership for the property or management agreement.

Please read and initial the following, your initials indicate that you agree to abide by the terms of this application.

_____ A \$350.00 deposit will be due at the time the application is submitted for all new accounts. The deposit will be refunded at closing of final bill.

_____ If the bill is not paid by the 11th day of the month, a penalty of fifteen (15%) percent of the unpaid balance is applied to this account. Full payment including penalty charge is due within ten (10) days after (grace period) and if not paid, service will be disconnected.

_____ Unless an extension has been requested and approved, service can be disconnected if full payment is not received after the 10-day grace period and a re-establishment fee of **\$50.00** will be assessed. Extension requests must be made in person no later than 9:00 a.m. on the 16th day of the month. A fee of twenty-five dollars (\$25.00) will be billed to an account granted an extension.

_____ It is unlawful for any person or property owner to reconnect or attempt to reconnect utility service and is punishable by fine up to **\$200.00 and/or jail time** and/or the City turning the water service off and only reestablishing service once the customer satisfies the City as to any damages incurred.

_____ Customers are responsible for all problems and leaks with water service on property owner side of the meter. When a customer requests a meter pulled and tested for accuracy, a \$20.00 fee will be assessed at the time of the

request. If the meter is registering inaccurately, the fee is refunded and the meter repaired or replaced. If the meter is registering accurately, the fee is not refunded.

_____ Customers are responsible for the Endpoint Cellular equipment and if damaged will be assessed \$182.00 (or the current rate at that time) for new equipment, plus the labor charge to remove and reinstall the new cellular equipment.

_____ Bulk trash items are picked up curbside each Wednesday. Customer's household trash is limited to six (6) bags maximum of forty (40) pounds per bag. All household trash and recycled trash must be contained inside a City provided poly-cart. Each household is allowed 2 yards of bulk trash (large items) per week.

The City of Collinsville, or 3rd Party Contractor, reserves the right to refuse collection service to any resident allowing individuals outside of the City's service area to place trash within their household for collection by the City. **I have read and understood all the information on this application including service area, deposits, fees, and charges. I acknowledge water service will be turned on at the above property. I will not hold the City of Collinsville responsible for any property damage due to the water being turned on without my presence. I acknowledge if the meter shows water usage, the City will turn it off and my presence will be required for connection of service.**

Notice: This application is a government record, as defined by the Texas penal code, Section 3701. Making a false entry in a government record is a criminal offense. This form will not be considered a viable application for city utilities unless the form has been completed in its entirety, every blank must be completed. All city utility accounts shall bear the name of the individual accepting the responsibility of the deposit and certificate of occupancy. This form must be signed and dated by the individual accepting the responsibility for the utility deposit and the certificate occupancy.

Copy of Driver's License/ID is required

Applicant Signature: _____

Printed name: _____

Date: _____

OFFICE USE ONLY

Meter#: _____ Read date: _____ Account #: _____

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

Customer Water Service Agreement

1. Purpose. The City of Collinsville is responsible for protecting 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 public health and welfare. Each customer must sign this agreement before the City of Collinsville begins 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.
2. 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.
3. 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 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.
4. 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.

Applicant Signature: _____

Date: _____

Printed name: _____

Co-applicant Signature: _____

Date: _____

Printed name: _____

AUTO DRAFT FORM (OPTIONAL)

Only fill out if you would like for your bill payment to be automatically drafted through your bank account

Water Account Number _____

Name _____

Service Address _____

Phone Number _____

Name of Bank _____

Routing Number _____

Account Number _____

Please attach documentation with account and routing number (e.g. voided check, bank statement, screenshot of bank information)

I authorize the City of Collinsville to automatically draft my water bill for the amount owed each month.

Signature

Date