

CITY OF BIXBY
Public Works Department
CHECKLIST OF REQUIREMENTS
for
COMMERCIAL / INDUSTRIAL SERVICE CONNECTIONS

DEFINITIONS:

1. Owner: shall be defined as any customer (person(s), company, owner, or otherwise) requesting service(s) and paying all deposits. This entity shall also be responsible to fulfill all requirements as defined herein.
2. City of Bixby: shall be defined as the service provider as defined by City ordinances and policies.
3. Contractor: shall be defined as any licensed entity performing utility work on behalf of the Owner.
4. Shop Drawings: shall be defined as drawings, product data sheets, performance characteristics, manufacturer's literature and any other pertinent data as required to clearly describe the installation and all of its components to enable the City to verify compliance with City standards.

GENERAL:

1. All materials (size, grade, type, manufacturers, etc.) and the installation shall comply with the City of Bixby standards.
2. The Owner/Contractor shall submit Shop Drawings for each requested service connection to the City for review and approval. Upon completion of review, the City will designate the submittal: approved; approved as corrected; not approved; or revise and resubmit. The Owner/Contractor will only proceed with approved or approved as corrected submittals. If the submittal is approved as corrected, the Owner/Contractor shall incorporate all "red marks and corrections" made by the City on their submittal.
3. The Owner/Contractor shall notify the City at the start of construction for each individual service connection. The City will make periodic field inspections for compliance with City standards.
4. The Owner/Contractor shall cooperate with the City in the installation of the service connections and correct all work in accordance with the City's instructions.
5. Upon completion of construction, a final inspection will be made by the City. Upon approval by the City, services will be initiated.
6. **Only City** licensed plumbers shall make water, fire, and irrigation service connections required for all requested services. The customer shall pay for these taps (in advance) at City Hall and will be charged for all of the labor, material, equipment, and supervision in accordance with the City of Bixby ordinances. All taps shall consist of, but not necessarily limited to, the tapping sleeve, piping, and valve. The customer shall connect to the valve for their service extension.
7. The City shall control (approve) the manufacturer of all water, fire, and irrigation meters.
8. The City shall inspect and approve all work before any backfill operations begin.
9. The City reserves the right to terminate services in accordance with the City's ordinances and policies.

WATER METERS:

1. The Owner shall have their Engineer size the water meter and submit to the City for approval. The actual selection of the water meter and other related appurtenances shall be by the City. If required, the City will issue drawings to the Owner/Contractor.
2. The water meter installation shall be in accordance with City standards.
3. The location of the water service connection, including meter, shall be defined by the City.
4. The Owner/Contractor shall make application for a water service connection at City Hall and pay all required fees and deposits.
5. If the meter installation is 1-inch or smaller, the City will provide the meter for the Owner/Contractor to install. The remaining service connection installation (downstream of the shut-off valve at the main) shall be at the Owner's expense. If the meter installation is larger than 1-inch, the cost of the water service connection installation (from the valve, including the meter, vault and components) shall be at the Owner's expense.
6. By applying for the water service connection, the Owner agrees to comply with the City's ordinances

pertinent to water service connections.

7. The City reserves the right to terminate services in accordance with the City's ordinances and policies.
8. The City will periodically inspect and test the water meter installation. For METERS larger than 1-inch, if the installation needs service, maintenance, and/or replacement of parts (including meter), the Owner shall be responsible for making such corrections at their own expense per the City's instructions. For 1-inch or smaller, the City will service and/or replace the meter. The Owner shall be responsible for all other components downstream of the disconnect at the City main.

FIRE PROTECTION (Additional Water Service Connection, if Applicable):

1. The Owner shall have their Engineer size the fire protection service line and submit for the City approval. The City shall issue drawings defining the requirements for fire protection service connection to be utilized for the facility.
2. All private site fire protection systems are required to have a double detector check vault installation in accordance with NFPA, AWWA, City Codes and standards. The location shall be as defined by the City.
3. The fire protection service connection installation shall be in accordance with City standards.
4. The location of the connection shall be defined by the City.
5. The Owner/Contractor shall make application for the connection at City Hall and pay all required fees and deposits.
6. By applying for the fire protection service connection, the Owner agrees to comply with the City's ordinances pertinent to fire service connections.
7. The fire hydrants shall comply with the City standards.
8. The City will periodically inspect and test the installation. If the installation needs service, maintenance, and/or replacement of parts (including meter), the Owner shall be responsible for making such corrections at their own expense per the City's instructions.

SANITARY SEWER:

1. The Owner shall have their Engineer size the service line and submit to the City for approval. The City shall control the size and issue drawings (if required) defining the requirements for sanitary sewer service connection to be utilized for the facility.
2. The sanitary sewer service connection installation shall be in accordance with City standards.
3. The location of the connection shall be defined by the City.
4. The Owner/Contractor shall make application for the connection at City Hall and pay all required fees and deposits.
5. By applying for the sanitary sewer service connection, the Owner agrees to comply with the City's ordinances pertinent to sanitary sewer service connections.
6. If a manhole is required at the City main, then at the discretion of the City and upon completion of construction and final approval by the City, the manhole installation shall become the property of the City.
8. The City will periodically inspect the installation. If the installation needs service, maintenance, and/or replacement of parts, the Owner shall be responsible for making corrections (from the main to the facility) at their own expense per the City's instructions. The City will be responsible for the manhole.

GREASE INTERCEPTOR: (If Applicable)

1. The grease interceptor(s), vent(s), and flow control device(s) shall comply with Tulsa County Health Department and the City of Bixby's ordinances, policies, and standards for the facility installation. If required, the City will issue drawings to the Owner/Contractor.
2. The location of the interceptor shall be defined by the City.
3. The Owner shall regularly service, empty and perform all maintenance as required to maintain in a proper working order. The Owner shall keep periodic service records for inspection by the City.
4. The City will periodically inspect and test the installation. If the installation needs service, maintenance, and/or replacement of parts, the Owner shall be responsible for making such corrections at their own expense per the City's instructions.

LAWN IRRIGATION SYSTEM: (If Applicable)

1. The irrigation system shall be a separate (from all other services) service from all other systems. The system shall have backflow prevention in accordance with AWWA standards, EPA and ODEQ requirements, City code(s) and can be metered separately.
2. The service connection installation shall be in accordance with City standards.
3. The location of the connection shall be defined by the City.
4. The Owner/Contractor shall make application for the connection at City Hall and pay all required fees and deposits.
5. By applying for the service connection, the Owner agrees to comply with the City's ordinances pertinent to irrigation connections.
6. The Owner shall have their Engineer size the meter and submit to the City for approval. The actual selection of the meter and other related appurtenances shall be by the City. If required, the City will issue drawings to the Owner/Contractor.
7. If the meter installation is 1-inch or smaller, the City will provide the meter for the Owner/Contractor to install. The remaining service connection installation (downstream of the shut-off valve at the main) shall be at the Owner's expense. If the meter installation is larger than 1-inch, the cost of the water service connection installation (from the valve, including the meter, vault and components) shall be at the Owner's expense.
8. The City will periodically inspect and test the water meter installation. For larger than 1-inch, if the installation needs service, maintenance, and/or replacement of parts (including meter), the Owner shall be responsible for making such corrections at their own expense per the City's instructions. For 1-inch or smaller, the City will service and/or replace the meter. The Owner shall be responsible for all other components.