



## Water Service Installation Process

*This document provides a general overview of the District's process for new water service installations.*

### **Project Initiation:**

Please submit the following items to begin a new project with the District:

- Completed [Planning Project Form](#)
  - Payment of initial fees\*
    - Project Initiation Fee
    - Field Estimate Fee
    - Easement Acquisition Fee (if applicable)
- \*Please see the [Development Fees and Deposits](#) page for the fee schedule.
- Size of proposed water meter
  - Site plan showing location of proposed water meter

### **Prior to Construction:**

The District will prepare a cost estimate for the installation of the proposed water service. An estimate letter will be sent via email, which includes the required deposit amount (estimated), capacity fees, and permit fee. For more information of capacity fees, please see the [Water Meter Capacity Fees](#) page.

Backflow prevention devices are required on all new water services to prevent public water supply contamination. The manufacturer's cut sheets of the proposed backflow prevention device for the water service must be submitted to the District for approval. Please see the list of approved backflow assemblies provided by USC's Foundation for Cross-Connection Control and Hydraulic Research at <http://fccchr.usc.edu/list.html>.

Water meters located outside of public right-of-way will require an easement dedicated to Helix Water District. Please see the [Easement Preparation Instructions](#) for more information.

The following additional items are required before the meter can be released for construction:

- Deposit of funds specified in the cost estimate
- Submission of the street address and assessor's parcel number of the proposed water service
- Approval of the proposed backflow prevention device
- Completion and recordation of the easement document (if applicable)
- Completion of the submeter agreement by property owner (if applicable)

Once the water service is released for construction, the district will schedule and complete the required work in approximately eight (8) weeks.