



# Water & Wastewater Service Plan Verification (WWWSPV)

6310 Wilhelmina Delco Drive | 512-972-1000 Option 3 | AWTaps@austintexas.gov

**All fields are required**

This form must be submitted with a plot plan, site plan, or building plan.

Service Address: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Dwelling Units demolished? Y  N  New Dwelling Units to be built? Y  N

Multiple Dwelling Units on same Lot? Y  N  Corner Lot? Y  N

Land Status/Re-subdivision? Y  N

Original Address: \_\_\_\_\_ Existing Use: \_\_\_\_\_

Proposed Use:  Single-Family Res. \_\_\_\_\_ sq. ft.  Two-Family Residential (includes ADU)

Duplex

Other: \_\_\_\_\_

Existing # Baths: \_\_\_\_\_ Additional # Baths: \_\_\_\_\_ Total # bathrooms the meter(s) will serve: \_\_\_\_\_

First Meter: \_\_\_\_\_ Second Meter: \_\_\_\_\_

**Water meters & wastewater clean-outs are not permitted in sidewalks or driveways**

*Relocation of services from proposed sidewalks or driveways shall be performed at the applicant's expense.*

*Signing this form verifies that the information provided is deemed accurate and complete based on available records. The customer is responsible to confirm the location and suitability of existing water and wastewater services. The customer may be responsible for costs associated to corrections due to invalid information provided.*

Applicant Name & Signature

Date

Phone

### City of Austin Office Use Only - ATTACH ALL DOCUMENTATION USED TO DETERMINE SERVICES

Water main size: \_\_\_\_\_ Service stub size: \_\_\_\_\_ Service stub change required: Y  N

Shared Service? Y  N  If Yes, meter #, size & address: \_\_\_\_\_

Existing meter #: \_\_\_\_\_ Existing meter size: \_\_\_\_\_

Existing water service line/meter location: \_\_\_\_\_

Upgrade required: Y  N  New meter(s) size: \_\_\_\_\_

Existing water or wastewater main located on the property: Y  N

WW main size: \_\_\_\_\_ WW Service line size: \_\_\_\_\_ Clean-out location: \_\_\_\_\_

Secondary Address needed? Y  N  Is the lot legally platted? Y  N

**Meter Upgrade Required? Y  N  Utility Plan Required? Y  N**

AW Taps Permitting Office

Date

Phone

A stamp in this box indicates AW-Taps approves for Plan Review



# Water & Wastewater Service Plan Verification (WWWSPV)

6310 Wilhelmina Delco Drive | 512-972-0000 | [AWTaps@austintexas.gov](mailto:AWTaps@austintexas.gov)

## Instructions:

The intent of the W/WWSPV form is to ensure that prior to beginning a residential project, adequate water and wastewater services can be provided to the site and is planned for as part of the overall project and to ensure the applicant is aware of the potential costs and lead times associated with any requirement of relocation, new installation, or upgrade of services to the site.

A W/WWSPV form is required prior to submitting a residential plan review for the following project types:

- Construction of a new home, duplex, garage apartment, or secondary structure unless identified as a volume builder project
- Remodel of an existing structure that increases the number of total bathrooms to more than three
- Remodel of an existing structure to increase the number of residential units on the site (i.e. converting a single family home to a duplex)
- Remodel of an existing structure/site that causes change to driveway location, garage entry/approach that impacts water/wastewater service placement.

A W/WWSPV form is NOT required prior to submitting for a residential plan review for the following project types:

- Remodel of an existing structure that keeps the total bathroom count to three or less
- Construction of a swimming pool
- Additions to an existing residence, such as decks
- Projects that are part of a large commercial site project where utility plans must be reviewed by AW engineers

**If a W/WWSPV form is required, complete the verification form and provide a copy of the plot plan for the site.**

The plot plan should be to a standard scale and show all existing, included water meter and wastewater clean-out locations, in order to complete verification, as well as any proposed improvements.

Submit the verification form and planning materials to AW Taps for approval prior to submitting for a residential building permit.

If Residential Plan Review deems a different use for the proposed structure(s) than what was submitted in the review, this could trigger different meter requirements for the site. If this is the case, please contact the AW Taps Office for a new assessment:

**Permitting and Development Center**  
**6310 Wilhelmina Delco Dr., Austin, TX 78752**  
**Taps Permitting Office | [AWTaps@austintexas.gov](mailto:AWTaps@austintexas.gov) | 512-972-0000**  
**Utility Development Services | [Tap\\_PlanReview@austintexas.gov](mailto:Tap_PlanReview@austintexas.gov) | 512-972-0220**

Applicant must contact AW Taps office at either location above to submit an application and pay for a meter upgrade or a new service after plan review has been submitted and before issuance of the building permit. **If a Utility Plan is required, the tap plan must be approved by Austin Water Engineering before taps can be sold.**

If the existing water meter was pulled for non-billing account during demolition, contact Customer Care at 512-494-9400 to request account set-up and same size meter reinstalled within 120 days of meter removal (with an active building permit) to avoid city reconnect charges.

WWWSPV form is only valid for the life of the Plan Review permit.

## Utility Criteria Manual

- 2.9.2 Water Meters shall be placed within the public right of way or in an easement. Water meter boxes are not allowed in sidewalks or driveways.
- 2.9.4 Services to lots without a water/wastewater easement will terminate at the property line with a clean-out; service to lots having a 5' x 5' water/wastewater easement will terminate within the easement. For details, see the City of Austin Standard Details. Wastewater cleanouts are not allowed in sidewalks or driveways.