



WATER SERVICE BRANCH and METER PROCEDURES

Engineering Division/Branch Service Section



Rev. 1/1/2020

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This document provides information and instructions on applying for water service within the Greater Cincinnati Water Works service area.

GENERAL OVERVIEW

BRANCH APPLICATION PROCESSES BY BRANCH TYPE

The Branch Services Section of the Greater Cincinnati Water Works (GCWW) Engineering Division coordinates the application process for new service branches. There are different branch application processes dependent on the location and type of development. The application processes are presented in detail in the following sections and are:

- A.) Subdivision - “Curb Only” taps
- B.) Domestic or Irrigation Service Branches: 2” or Smaller on “In-Service” Water Mains
- C.) All Domestic and Irrigation Branches: 4” and Larger
- D.) All Sizes of Fire Branches; Dual-Service or Tri-Service Branches
- E.) All Domestic and/or Irrigation Legs on Existing Fire Branches

WHO IS ELIGIBLE TO SUBMIT A BRANCH APPLICATION

The "**Certified Domestic Contractor**" referred to in this document, is one who holds a State of Ohio, OCILB license and has taken the GCWW test to ensure that the applicant is familiar with the GCWW Rules and Regulations for installing service from the right-of-way line up to and including the meter setting or backflow setting. The Certified Domestic Contractor must maintain a current performance bond on file with GCWW Branch Service Section.

The "**Certified Fire Contractor**" referred to in this document, includes Fire Installers and Fire Protection contractors who are licensed with the State of Ohio, Fire Marshall’s office, and have taken the GCWW test to ensure that the applicant is familiar with the GCWW Rules and Regulation for installing service from the right-of-way line up to and including the meter setting or backflow setting. The Certified Fire Contractor must maintain a current performance bond on file with GCWW Branch Service Section.

There are different tests for the Certified Domestic Contractor and the Certified Fire Contractor. The Certified Domestic Contractor will only be allowed to sign off on domestic or irrigation application, but not fire. The Certified Fire Contractor can sign off on domestic, irrigation and fire applications.

The tests are given by appointment and you may schedule to take it by calling Branch Services (513-591-7837) at least two days in advance. There is no charge for the test. However, you must obtain your own copy of GCWW Rules and Regulations manual. Go online to download a copy at:

<https://www.cincinnati-oh.gov/water/assets/File/Engineering/Rules-and-Regulations.pdf>

Bring your downloaded copy with you to GCWW (in print form or save on your own electronic device) for your use when you take the Certified Domestic or Fire Contractor’s test.

BOND FORMS

Certified Domestic or Fire Contractor's performance bond (former Certified Person's bond) is a \$1,000 bond. This bond is submitted annually and runs from January 1 to December 31. The bond form can be found at the following link:

<https://www.cincinnati-oh.gov/water/assets/File/Engineering/Certified%20Person%20Bond%20Form.pdf>

Certified Tapper's performance bond is a \$1,000 bond. This bond is for Certified Tappers with a Tapping machine to install subdivision taps. This bond can be submitted annually and runs from January 1 to December 31. The bond form can be found at the following link:

<https://www.cincinnati-oh.gov/water/assets/File/Engineering/Certified%20Tapper%20Bond%20Form.pdf>

Contractor's Bond is a \$10,000 bond; for Contractors installing GCWW approved branches 4" and larger. No work can proceed on these installations without this bond, a letter of intent, and a fully GCWW approved set of drawings. A GCWW Construction Inspector must be present during all phases of construction. Contractors who begin this work without GCWW approval and a GCWW Construction Inspector present will be **prosecuted**.

The link for the GCWW Contractor's Bond is:

<https://www.cincinnati-oh.gov/water/assets/File/Engineering/Contractor%20Bond%20Form.pdf>

EXISTING LEAD SERVICE LINES

Effective July 28, 2017, the City of Cincinnati passed an ordinance prohibiting Lead Service Lines in the GCWW water system and replacement of all lead service lines will be required to protect public health.

Division M, Lead Service Line Replacement Program, was added to Chapter 401 of the Cincinnati Municipal Code (CMC). More information regarding the code change can be found at the following websites:

<https://www.cincinnati-oh.gov/water/lead-information/>

<https://www.cincinnati-oh.gov/water/assets/File/Engineering/Rules-and-Regulations.pdf>

For further questions, contact the GCWW Lead Group at (513) 591-5068

See the Appendix, page 28 to determine the age and material of existing water service branches.

GCWW - LAWS, ORDINANCES, RULES AND REGULATIONS & STANDARD DRAWINGS REFERENCES

GCWW Laws, Ordinances, Rules and Regulations link and references:

<https://www.cincinnati-oh.gov/water/assets/File/Engineering/Rules-and-Regulations.pdf>

BRANCHES: Sections 401-31, 32, 33, 35, 36 and 41

METERS: Sections 401-43, 51, 52, 53, 54 and 55

STANDARD DRAWINGS: 108-1 thru 109-5B

Standard Drawings link

https://www.cincinnati-oh.gov/water/assets/File/Engineering/StandardDrawingsRevised7-12-19_Signed.pdf

A.) SERVICE BRANCHES

Attention:**New GCWW Online Application for Water Service Branches and Meters**

Applications for new water service branches and meters are now available online and can be submitted from the convenience of your office or other location at any time, any day. Please note the review, approval, and payment processes will not change at this time, nor will the information and documentation that we require.

You can access the application portal through the GCWW website, www.myGCWW.org, under the tab “Engineering and Construction”; in the lower right corner.

<https://www.cincinnati-oh.gov/water/engineering-construction/>

GCWW discontinued acceptance of paper applications after **December 31, 2019**.

Please note that this is **not** a replacement for those who are already electronically submitting spreadsheets for 2” or smaller curb-only, domestic subdivision branches to be installed with new water mains. That process will continue as is.

1.) SERVICE BRANCH APPLICATION PROCESS**A.) SUBDIVISION/ “CURB ONLY” TAPS:****i.) TAPS: 2” and Smaller**

When a new subdivision is being developed, the developer or a GCWW Certified Tapper must submit a spreadsheet listing the following information for each tap to be installed: lot number, branch location, distance from curb stop to center line and tap size. All lots in the development must be provided with a tap. The SUBDIVISION BRANCH price from the rate table on page 14 (or page 23 for Mason), only applies to these taps. In this case only materials are provided (ferrule and curb stop).

Insulator couplings are required and must be obtained by the developer or GCWW Certified Tapper. The Certified Tapper performs the actual branch installation work with a GCWW Construction Inspector present. A meter is not purchased until after the individual lot is developed. (See Section 401-31, R13 thru R16 and Section 401-33 of GCWW - Laws, Ordinances, Rules and Regulations for detailed requirements) GCWW Water Works Construction Inspection tap fees apply. Contact the Inspection Section at 513-591-7850 for current fees.

ii.) TAPS: 4” and Larger

The following elements of the application must be submitted by the Engineer or Certified Fire Contractor, complete and together for the application to become active for review, approval and sale:

- 1.) Completed and appropriately verified online applications for each branch**
- 2.) Demand calculations, considering all water demands: domestic, irrigation and/or fire demands**
- 3.) 4 copies of the final form of the branch application drawing**

To initiate service, a meter must be purchased. The Certified Domestic or Fire Contractor will follow the process in the Meter Section.

**B.) DOMESTIC OR IRRIGATION SERVICE BRANCHES:
2" OR SMALLER ON "IN-SERVICE" WATER MAINS**

For new service on existing "in-service" public water mains (in ROW or Easement), an issued building permit or plumbing permit must be presented at the time of application. Application must be made by a Certified Domestic Contractor or Certified Fire Contractor. The following is the general procedure when applying for a service branch that is two inches or less in size:

- 1.) The applicant must complete and verify an online application for water service. This application provides GCWW with information about branch and meter size, desired branch location as well as proposed use of the new service. The branch location is specified from the nearest fire hydrant and cross street as well as the side of the street that the tap will run to. EXAMPLE: You are building on the **west side** of Vine Street and the nearest cross street is Mitchell Avenue. Typical branch measurements would be- WEST SIDE OF VINE 105 FEET SOUTH OF THE FIRST FIRE HYDRANT SOUTH OF MITCHELL.
- 2.) Provide a plot plan showing property lines and all easements for each tap.
- 3.) All applicable service fees are charged at this time including meter, branch and bulk fee for unmetered construction water and any existing frontage fees. SEE TABLES BEGINNING ON PAGE 14 FOR PRICE LISTS (OR PAGE 23 FOR MASON). IN MOST CASES THE "ANY STREET" PRICE WILL APPLY TO THESE BRANCHES.
- 4.) After paying the cashier, the applicant must then mark the actual tap locations in the field with a blue paint mark.

The next day the application goes to the Inspection Department for field check of the tap location, followed by a right-of-way opening permit if the location is verified. If the location is deemed unacceptable the application returns to Branch Services. Call (513) 591-7873 to inform the Tap Inspector, in the Inspection Department, that you have painted the tap location. After we receive the street opening permit, the GCWW Tap Contractor will install the tap within 30 days.

C.) ALL DOMESTIC AND IRRIGATION BRANCHES: 4" AND LARGER

All of the five following elements of the application must be submitted by a Certified Domestic Contractor or Certified Fire Contractor. The applications must be complete and together for the application to become active for review, approval and sale. **Additionally, the branch location MUST be marked in the field by the contractor prior to application.**

- 1.) **Completed and appropriately verified online application for each branch**
- 2.) **Uploaded copy of issued full building, plumbing or fire suppression permit**
- 3.) **Uploaded up to date and acceptably performed flow test data**
- 4.) **Uploaded demand calculations for each service branch 4" or larger**
- 5.) **Uploaded .pdf of the large branch drawing, scalable as printed at 24" x 36" size.**

D.) ALL SIZES OF FIRE BRANCHES; DUAL-SERVICE OR TRI-SERVICE BRANCHES

All of the five following elements of the application must be submitted only by a Certified Fire Contractor. The applications must be complete and together for the application to become active for review, approval and sale. **Additionally, the branch location MUST be marked in the field by the contractor prior to application.**

- 1.) Completed and appropriately verified online application for each branch
- 2.) Uploaded copy of issued full building, plumbing or fire suppression permit
- 3.) Uploaded up to date and acceptably performed flow test data
- 4.) Uploaded demand calculations for each service branch 4" or larger
- 5.) Uploaded .pdf of the large branch drawing, scalable as printed at 24" x 36" size.

E.) ALL DOMESTIC AND/OR IRRIGATION LEGS ON EXISTING FIRE BRANCHES

All the five following elements of the application must be submitted for each portion of the branch. A Certified Domestic Contractor or Certified Fire Contractor can apply for any of the domestic portions of the branch, but only a Certified Fire Contractor can apply for the fire portion of the branch. The application must be complete and together for the application to become active for review, approval and sale.

- 1.) Completed and appropriately verified online application for each branch
- 2.) Uploaded copy of issued full building, plumbing or fire suppression permit
- 3.) Uploaded up to date and acceptably performed flow test data
- 4.) Uploaded demand calculations for each service branch 4" or larger
- 5.) Uploaded .pdf of the large branch drawing, scalable as printed at 24" x 36" size.

REQUIREMENTS FOR THE APPLICATION AND DRAWINGS**Online Application**

The Online Application must be filled out in its entirety, with no questions left blank, and for fire service branches it should include the **Needed Fire Flow @ 20 PSI**, which the applicants must obtain **directly from the appropriate fire authority** (not calculated by the applicant). The application can be found through the GCWW website, www.myGCWW.org, under the tab "Engineering and Construction"; in the lower right corner.:

<https://www.cincinnati-oh.gov/water/engineering-construction/>

For a dual service branch for which the same company will be performing the work for both the domestic and the fire branches, both the fire **and** the domestic applications must be filled out completely, submitted separately online and each verified using the automated email confirmation. For projects where the fire and domestic branches will be taken care of by two different companies, each company must completely fill out the appropriate fire or domestic application. **Each application must be submitted and verified by the appropriate authorized person:**

- 1.) A licensed, **Certified Fire Contractor**, registered with GCWW, representing a company holding a current bond, may submit and verify an application for a fire only service, or a dual-service, which

would require both a fire and a domestic application, or a tri-service, which would require a fire and two domestic applications.

- 2.) A GCWW **Certified Domestic Contractor** with a state OCILB license representing a company with a current bond may submit and verify a domestic application for a domestic-only branch, or a domestic or irrigation portion of a dual branch. Or the domestic and irrigation portions of a tri-service. The bond holder assumes the responsibility for the suitability of the applicant who is representing them.

Permit

A copy of an issued permit is required and must be uploaded in order to submit an application. The permit may be the general building permit, a plumbing permit, or a fire-suppression (sprinkler) permit, but cannot be a permit application, or a foundation, shell, HVAC or other permit. **It cannot be just a submitted permit number; it must be an actual copy of the issued permit.**

Mail to: Greater Cincinnati Water Works/Engineering Division
4747 Spring Grove Ave.
Cincinnati, Ohio 45232

Email to: branch.services@gcww.cincinnati-oh.gov

Flow test

There must be current flow test data for the area where the tap is to be made. Typically, two fire hydrants, one on each side of the proposed tap location, will be flowed and gauged. Valid flow tests must have been performed within the last three years to be accepted, or the applicant will be required to perform a new flow test. If a potential applicant wants to check on existing flow tests prior to application, or to assist with their design process, please call our Engineering Records Section at (513) 591-7855 or email: records.request@gcww.cincinnati-oh.gov . Please be aware that flow test data, even if obtained from GCWW, may not be acceptable to us for application purposes if there have been system changes within the last 3 to 5 years. The flow test data must be uploaded in order to submit an application.

Contractor Performed Flow Tests

The contractor performing the proposed flow test is required to do the following:

- 1.) Contact the Water Works Valve Room to request a Valve Operator to be present for the flow test.
The Valve Room can be contacted at: (513) 591-7909 or (513) 591-7910
- 2.) Perform a valid flow test
- 3.) Collect all test data (date, time, nozzle size, static, residual & pitot pressures, and flow in GPM)
- 4.) Submit flow test information to the Engineering Records Section.
 - a.) May be electronic or paper copy: records.request@gcww.cincinnati-oh.gov
 - b.) Must include a map or sketch showing cross streets, a north arrow and which fire hydrant was flowed, and which fire hydrant was gauged.
 - c.) Calculation of the flow at 20 psi is required.

NOTE: The following requirements are critical for the data to be accepted as a valid flow test:

- 1.) The hydrants which are flowed and gauged must be on the same size water main, ideally with no other water mains teed off between the hydrants used in the flow test.

- 2.) For flow tests run for large branch applications, the hydrants used for flow tests should ideally be located on either side of the location for the proposed branch.
- 3.) If the proposed test cannot be performed on the existing main to be tapped the applicant must contact Branch Services at (513) 591-7833 to discuss flow test options.

PLEASE NOTE: GCWW valve personnel are present during the test to make sure the contractor does not damage the water distribution system. The GCWW valve personnel operate the fire hydrants and any necessary valves. They are not responsible for performing the test or collecting data. GCWW considers the flow tests to be valid for a period of 3-5 years. This timeframe will vary because of potential changes over time to the water distribution system where the flow test occurred.

Calculations

To make certain the system can provide the sustained flow that is needed for the new service; we need to see a copy of the calculations, indicating the peak flow and pressure needed. These calculations will show how the peak water demand requested on the application form was determined. This is true for *all* branches 4" or larger. This can be a print-out of the hydraulic calculations, a copy of part of a spreadsheet, or manual calculations. The calculations must be uploaded in order to submit an application.

Reference: Minimum requirements for residential and commercial branches can be found in the Appendix, page 27, Table 1 and Table 2.

Drawings

One **single drawing sheet** must be uploaded submitted with the application. It must be a .pdf that is scalable when printed out at 24" x 36" size. If you require a preliminary review of the application drawing, please email a request for that review to Ken Rocchio or Phillip Young; drawing revisions after application and initial review should also be emailed to: kenneth.rocchio@gcww.cincinnati-oh.gov or to phillip.young@gcww.cincinnati-oh.gov.

The single drawing sheets must comply with the following criteria:

- 1) Meter settings are **required** to be **outside** of the building.
- 2) Drawings must show complete property/parcel including building footprints and all edges of pavement; existing and proposed. Drawing sheet must include scale and north arrow.
- 3) For commercial developments, reduced pressure principle backflow devices (RP) are required on all domestic service branches; these are to be placed after the meter, above-ground and immediately inside a heated structure, close in proximity to the right of way. The heated structure must be shown on the drawing. The GCWW Standard Drawings, 108 Series, shows the authorized settings. The link for the GCWW Standard Drawings is on page 3 of this document.
- 4) Drawings must be in **engineering scale**; **NOT** architectural scale.
- 5) Proposed branch(es) and proposed pit must be shown graphically accurately; we require that all branches be a **minimum** of **5'** from hydrants and other GCWW fittings with blocking; 5' minimum from the **outside** of all other appurtenances or permanent features.

- 6) Dimension the distance, **in round numbers** from the nearest fire hydrant to the proposed tap.
- 7) **Label the dimension exactly as it is on the CCO:** N. S. E. or W. side of STREET NAME, NUMBER feet N. S. E. or W. of NUMBER FH N. S. E. or W. of STREET NAME. Ex: *N side of Main, 130' E of 1st FH N of Eggleston.*
- 8) Label the FH: NUMBER FH N. S. E. or W. of STREET NAME. Ex. *1st FH N of Eggleston.*
- 9) There may be **no** horizontal bends or take-offs between the main to the meter setting.
- 10) **ALL existing and proposed utilities, utility connections, & appurtenances around the proposed branch must be shown.** Call 1-800-362-2764 for OUPS “preplanning information”. This must be completed by the applicant and the accuracy of the graphical depiction of the utilities, appurtenances and connections is entirely the responsibility of the applicant. During any part of the branch and meter setting installation, any costs or damages related to utility information NOT shown on the drawing will be the legal and financial responsibility of the signatory applicant.
- 11) For taps made in State R.O.W. areas, profiles of proposed branch, main being tapped and existing or proposed utilities/appurtenances must be provided, and drawings must meet ODOT requirements.
- 12) Applicant must check with municipality where tap is being made to determine whether an open-cut is appropriate for installing the branch. Bored & Cased is currently required on all large branches in areas where Hamilton County and the Ohio Department of Transportation is the permitting agency. Any bored & cased branch must include a profile of the branch on the drawing sheet, and must show the boring and receiving pits, and all crossing utilities within the right of way on the drawing view.
- 13) Both sides of Right-of-Way must be shown, labeled and the width dimensioned. If the Right of Way is proposed; documentation from the appropriate authority must be provided, verifying the location of the proposed ROW and a date when proposed ROW will go into effect. If an easement is used in lieu of a ROW, a registered easement plat must be provided. Tax maps with accurate ROW information can be accessed at <http://cagisonline.hamilton-co.org/cagisonline/index.html> . In the “address” pull-down, choose “tax maps”, type in the book and page; e.g.: 194-12, hit “go” then click on the red arrow by the .pdf icon.
- 14) The Center Line, names of streets and edges of pavement must be shown and labeled.
- 15) Show accurately and label the main being tapped and its size.
- 16) Show parcel information with all easement boundaries in the area of the property if applicable.
- 17) Show fire hydrant heads, valves & leads.

- 18) Include on the drawing sheet a copy of the appropriate signed GCWW standard meter setting detail drawing. The most current signed, standard drawings can be found at: https://www.cincinnati-oh.gov/water/assets/File/Engineering/StandardDrawingsRevised7-12-19_Signed.pdf Altered or alternative drawings are not acceptable; only the signed approved standard detail.
- 19) Include on the drawing sheet, legibly, the following statement, in its entirety:

BRANCH APPLICATION DRAWING VERITY DISCLAIMER

THIS DRAWING PLAT/SHEET HAS BEEN PREPARED BY THE APPLICANT FOR WATER SERVICE.

ALL EXISTING UTILITY AND RECORD INFORMATION DEPICTED ON THE DRAWING; INCLUDING BUILDING FOOTPRINT (WHICH MUST SHOW ANY ENCROACHMENTS INTO THE PUBLIC RIGHT OF WAY, INCLUDING; BUT NOT LIMITED TO; BASEMENT AREAS, ROOT CELLARS AND COAL CHUTES), PARCEL AND EASEMENT INFORMATION, ROADWAY AND RIGHT OF WAY LOCATION ARE THE RESULT OF RESEARCH BY THIS APPLICANT.

ANY AND ALL DAMAGES OR NEED FOR ADDITIONAL WORK; RESULTING FROM INACCURACY ON THE PART OF THE APPLICANT IS THE APPLICANT'S SOLE FINANCIAL RESPONSIBILITY.

20.) For branches in the streetcar corridor there are additional detail drawings; that must be included on the drawing sheet: 109-1 is to be used for all branches in the streetcar corridor, and if the branch traverses under the rail; use 109-5A or 109-5B whichever is appropriate.

21.) For development within Hamilton County and outside of the City of Cincinnati corporation limits, the following Hamilton County Traffic Notes must appear on the drawing sheet in their entirety:

**HAMILTON COUNTY ENGINEERS
SPECIAL PROVISIONS/TRAFFIC NOTES**

All construction must conform to: "Driveway Regulations and Pavement and/or Right-Of-Way Opening Provisions for the Unincorporated Area of Hamilton County as Adopted by the Board of Hamilton County Commissioners" with supplements or changes thereto.

The owner shall save harmless the Board of County Commissioners and all its representation from all suits, actions, or claims of any character brought on account of any injuries or damages sustained by any person or persons or property in consequence of this construction project.

Item 614 - Maintaining Traffic

All pavement and/or right-of-way opening must conform to the current addition of the State of Ohio Department of Highway Construction and Material Specifications, with supplements or changes thereto. Also, the owner assumes all responsibilities and liabilities regarding strict adherence to applicable sections for the maintenance of traffic and public safety as set forth in the "Ohio Manual of Uniform Traffic Control Devices for Streets and Highways." All traffic control devices must be in place prior to starting construction.

RATES FOR INSTALLATION OF WATER SERVICE BRANCHES

Pursuant to the City Manager’s authority as set forth in section 401-94 of the Cincinnati Municipal Code, the rates are described and shown in the table below:

For branches **2” and smaller**, including the new Streetcar Corridor, rates are effective September 1, 2018. These branches are installed by a GCWW contractor and inspected by GCWW staff.

These costs include the following items:

- 1.) Installation of the service branch from the public water main to the property line.
- 2.) All inspection costs.
- 3.) Meter costs are a separate expense.

For branches **4” and larger and the domestic or irrigation portion of the Dual or Tri-Service Branches**, the new rates are effective October 1, 2018.

These branches are installed by the development contractor and inspected by GCWW staff.

These costs include the following items:

- 1.) Labor costs involved with the branch application review process.
- 2.) Branch installation inspection fees from the public water main to the property line.
 These Inspection fees are for work done during normal working hours:
 Monday through Friday 7:30 a.m. -4:00 p.m.
 (For large branches installed as part of a development water main project, where inspection fees are charged, \$1,100 will be deducted from the water main inspection fees)
- 3.) Water main valve operation required for branch installation.
- 4.) Costs do **not** include the meter costs, that is a separate expense.

Rates for Installation of Water Service Branches*

Class**	3/4”	1”	1-1/2”	2”	4”	6”	8”	10”
Any Street	\$3,358	\$3,412	\$3,654	\$5,493	\$2,100	\$2,100	\$2,100	\$2,100
Unimproved	\$1,960	\$2,235	\$2,360	\$3,860	\$2,100	\$2,100	\$2,100	\$2,100
Subdivision	\$390	\$415	\$525	\$715	\$2,100	\$2,100	\$2,100	\$2,100
Streetcar Corridor	\$5,080	\$5,280	\$5,380	\$6,080	\$2,100	\$2,100	\$2,100	\$2,100

*Note that for Mason the applicable rates are on page 23.

**Class Definitions:

- 1.) Any Street: Any paved right-of-way that contains a public water main
- 2.) Unimproved: Any non-paved right-of-way that contains a public water main
- 3.) Subdivision: Any proposed right-of-way within a subdivision that contains a public water main
- 4.) Street Car Corridor: Any paved right-of-way within the City of Cincinnati that contains a public water main and active street car tracks.

Additional Charges and Special Notes:

Domestic or Irrigation portion of Dual or Tri-Service Branch being installed by the development contractor at the same time the fire service branch is installed, all sizes: **\$200**

Domestic or Irrigation portion of Dual or Tri-Service Branch being installed by the development contractor on an existing in-service fire line that meets current standards: **\$1,050**

The following guidelines are to be used in determining when to use service saddles:

NOTE: Service saddles are **only** permitted on the domestic or irrigation leg installed on a fire branch. Service saddles are never permitted on any branch at the water main.

Branch Size	Cast or Ductile Iron Pipe Size
3/4"	No saddle required on any size
1"	Use saddle on 3" and 4" only
1 ½"	Use saddle on 3", 4", and 6" only
2"	Use saddle on 3", 4", 6", 8", and 10" only

Service saddles are required for all sizes of service branches installed on AC pipe. Service saddles will not be permitted where not required by the above regulations.

Right of Way Opening Permits:

a) Branches 2" and Smaller: Right-of-Way opening permits shall be obtained by GCWW or the Water Works Contractor for service branches 2" and smaller.

b) Branches 4" and Larger: Right-of-Way opening permits shall be obtained by the Owner's/Developer's Contractor.

Exception: When working in a Warren County (outside Mason) or ODOT controlled Right-of-Way, the Water Works Inspection group is required by Warren County or the State to apply for the permit. The applicant will be notified by Water Works Branch Services if this exception applies to their project.

Add **\$300** if the branch is to be installed in a Warren County, or ODOT controlled Right-of-Way.

GCWW directed Plan 4 water main extension branch sales projects will use the Unimproved Street prices at GCWW discretion.

Payment for branches, meters and permits is made to the GCWW Cashier in cash, check, or credit card prior to receipt of service. Checks should be made payable to the "Greater Cincinnati Water Works".

SPECIAL NOTES:

If the applicant or a governing authority determines that a branch must be installed at other than normal daily working hours, then the applicant will be subject to pay the **additional Inspection overtime charges.**

CONSTRUCTION WATER PRICES

Construction Water Prices include all water used during construction for such items as dust control, washing equipment, watering landscaping and sod/seed.

	Cincinnati	Incorporated Hamilton Co. Clermont Co.	Unincorporated Hamilton Co.	Arlington Hts. Butler Co. Mason Warren Co.	Venice Gardens	Cubic Feet
1 Family	\$144.00	\$180.50	\$192.00	\$207.50	\$297.00	50,000
2 Family	\$216.00	\$270.75	\$288.00	\$311.25	\$445.50	75,000
3 Family	\$252.00	\$315.88	\$336.00	\$363.13	\$519.75	87,500

Call: (513) 591-7837

Email: Branch.Services@GCWW.cincinnati-oh.gov

2.) SERVICE BRANCH INSTALLATION PROCESS

Branch installation can only move forward after the service branch application has (or applications have) been approved by GCWW and paid for by the applicant. Before the application can move to Inspection, the following processes apply:

A.) ALL SIZES OF FIRE BRANCHES

ALL DOMESTIC AND IRRIGATION BRANCHES 4" AND LARGER

ALL DUAL OR TRI-SERVICE: DOMESTIC OR IRRIGATION LEGS

For a service branch application to be approved for sale, the following three items must be received:

- 1.) GCWW Contractor's Bond
- 2.) Letter of Intent (planned start date of work)
- 3.) Right-of-Way Opening Permit (GCWW makes application for Warren County and ODOT controlled ROW)

The owner/developer must hire a contractor to perform all necessary large water service branch installation work. The contractor must submit a letter of intent and \$10,000 Contractor's Bond for the work to be performed. **The GCWW Contractor's Bond and the Letter of Intent must be from the same entity on the same letter head. GCWW will not accept these items if they are from different entities.**

A Water Works inspector must be present during all phases of large water service branch installation work.

The contractor's bond form can be found at the following link:

<https://www.cincinnati-oh.gov/water/assets/File/Engineering/Contractor%20Bond%20Form.pdf>

Any damage done to any public water main or related appurtenance during the installation of a service branch(es) must be repaired entirely at the owner's/developer's expense. Any damage done by the owner's/developer's contractor to non-Water Works items must also be repaired entirely at the petitioner's expense.

To begin the process for assigning a GCWW Inspector, OUPS must be contacted to have the utilities marked in the area of the proposed branch:

NOTE: A GCWW Construction Inspector must be present during all phases of construction. Contractors who begin this work without GCWW approval and without a GCWW Construction Inspector present will be prosecuted.

Please review GCWW Standard Detail Drawing 108-19 for procedural specifications.

B.) ALL "CURB-ONLY" BRANCHES

"Curb Onlies" are installed with the water main installation process.

B.) METERS

METER APPLICATIONS AND SALES PROCESS

GCWW does not sell meters independent of an established or new water service.

Frozen or Burst Meters

The property owner or owner's representative must contact GCWW Customer Service at 591-7700 to report a frozen or burst meter, and to begin the process of having that meter replaced. Please have the address of the property ready to give to the Customer Service Representative. If billing account number is available, that is helpful, but not required.

Missing Meters (Stolen or otherwise missing from premise)

The property owner or owner's representative must come, in person, to GCWW; 4747 Spring Grove Avenue, Cincinnati, OH 45232 and meet with a Customer Service Representative to begin the process. You may be asked to provide proof of ownership; please bring that with you. You will be guided through the rest of the process within this same building and will pay for the replacement meter at that time. Direct any questions related to payment or account information to Customer Service: 591-7700. The meter will be brought to the site by a GCWW inspector to ensure proper installation.

Meter Reduction (Desire to reduce the size of an existing meter)

This must be based on a lower system flow demand, and a meter may only be reduced up to one size smaller than the branch size. Property owner or owner's representative can use the online form, which is on the Greater Cincinnati Water Works' website: <https://www.cincinnati-oh.gov/water/> Select: *Reducing Your Meter Size*.

Increase in Meter Size

Only a Certified Fire or Domestic Contractor may apply for a meter size increase. These are applied for in the same manner as new service branch applications, although payment will be for the meter only. Meter size increases will only be approved if the current meter size is smaller than the branch. Increase in meter size larger than the existing branch size requires application for a new service branch. The Cross-Connection Questionnaire must be accompanied by a plumbing or building permit for the premise. Follow all requirement instructions for application for the appropriate size/type of branch.

Meter for Previously Installed "Curb Only" branch(es)

Curb Only branches are those which were installed at the time of a water main installation, but were not made active because no application for service has been completed, each of which would include the purchase of a meter. These are all handled as new service branch applications. Only a State of Ohio licensed fire installer or OCILB certified plumber, certified with GCWW may apply. Follow all requirement instructions for application for the appropriate size/type of branch.

Branch/Meter Inspections (to have a Distribution Premise Service Representative bring the meter to premise site and inspect connection of service branch)

To schedule a branch inspection, please use our online form:

<https://gcwwdocs.cincinnati-oh.gov/form/BranchInspection/>

METER PRICES[†]

Meter Size	Couplings Flanges	Encoder	Insulator Couplings
5/8"	\$8.78/ea. standard \$12.53/ea. short	\$233*	
3/4"	\$9.94/ea. standard \$9.94/ea. short	\$268*	\$26.31/ea.
1"	\$15.30	\$305*	\$38.72
1-1/2"	\$43.72 male \$40.46 female	\$455*	\$79.84
2"	\$53.08 male \$52.83 female	\$520*	\$139.05
2"		\$922*	Turbine
3"		\$2,284*	Compound or Turbine
4"		\$3,688*	Compound, Turbine or Fire
4"		\$6,000*	Protectus Assembly
6"		\$5,427*	Compound, Turbine or Fire
6"		\$8,000*	Protectus Assembly
8"		\$4,229*	Turbine
8"		\$5,844*	Fire Assembly
8"		\$11,336*	Protectus Assembly
10"		\$6,900*	Turbine
10"		\$7,522*	Fire Assembly
10"		\$15,890*	Protectus Assembly
12"		\$11,817	Turbine
16"		\$13,417	Turbine
20"		\$17,690	Turbine

[†]Meter Prices for Mason can be found on page 25.

* Includes meter interface unit.

No more than one pair of couplings or flanges will be sold per each new meter purchase.

Meter Laying Length and Yoke Sizes

NOTE: Yoke bar and nuts must match meter size

Meter Size	Laying Length	Ford Yoke Sizes	
		Size	Man #
5/8"	7 1/2"	5/8"	501
3/4"	9"	3/4"	503
1"	10 3/4"	1"	502
1 1/2"	13"		
2"	17"		
3"	24"		
4"	29"		
6"	36"		
8"	42"		

CURB BOXES

- 1.) Curb boxes required on all settings
- 2.) Insulator couplings are required on all branches
- 3.) Only no-lead brass fittings are permitted

ROADWAY BOX PARTS

(Contact Branch Services for Costs)

Item	Item
Box, Valve, Roadway, Hood Only	Box, Valve, Iron, Hood Only
Box, Valve, Roadway, Lid Only	Box, Valve, Iron, Lid Only
Box Valve, Roadway, Ring Only	Box, Valve, Iron, Telescope
Box Valve, Roadway, Telescope	
Box, Valve, Plastic, Hood Only	Box, Valve, Plastic, Lid Only
Box, Valve, Plastic, Ring Only	Box, Plastic, Telescope Only

MORE INFORMATION

For more information or assistance, please contact our Branch Services Section at:

Phone: **513-591-7837**

Email branch.services@gcww.cincinnati-oh.gov

For any general questions regarding meters, meter settings or backflow prevention devices, please call 591-7825.

Additionally, the information on the following page is available online at the following link:

<https://www.cincinnati-oh.gov/water/engineering-construction/i-am-a-plumber-fire-contractor1/>

I am a Plumber or Fire Contractor looking for **Branch Service Information**

Question: How do I become a GCWW certified person?

Question: How do I schedule a new branch inspection?

Question: How much are branch inspection fees?

Question: How do I apply for a new domestic water service branch?

Question: How do I apply for a new Fire service branch?

Question: Do I need a bond to install water service branches?

Question: How do I discontinue/cancel water service?

Question: How do I purchase a new water meter?

Question: My meter is missing what do I do?

Question: How do I change my meter size?

Question: What are the branch fees?

Question: How long is the branch plan review process?

Question: How do I get fire flow availability information?

**C.) MASON BRANCH AND
METER FEES**

MASON BRANCH PROCESS

Pursuant to the City Manager’s authority as set forth in section 401-94 of the Cincinnati Municipal Code and the Mason contract the rates are described below:

For branches **2” and smaller** the new rates become effective September 1, 2018. These branches are installed by a GCWW contractor and inspected by GCWW staff. These costs include the following items:

- 1.) Installation of the service branch from the public water main to the property line.
- 2.) All inspection costs.
- 3.) It does **not** include the meter costs, that is a separate expense.

For branches **4” and larger and the domestic or irrigation portion of the Dual or Tri-Service Branches**, the new rates become effective October 1, 2018.

These branches are installed by the development contractor and inspected by GCWW staff. These costs include the following items:

- 1.) Labor costs involved with the branch application review process.
- 2.) Branch installation inspection fees from the public water main to the property line. These Inspection fees are for work is done during normal working hours: Monday through Friday 7:30 a.m. - 4:00 p.m. (For large branches installed as part of a development water main project, where inspection fees are charged, \$1,100 will be deducted from the water main inspection fees)
- 3.) Water main valve operation required for branch installation.
- 4.) Costs do **not** include the meter costs, that is a separate expense.

MASON RATES FOR INSTALLATION OF WATER SERVICE BRANCHES

Class*	3/4"	1"	1 1/2"	2"	4"	6"	8"	10"
Any Street	\$3,358	\$3,412	\$3,654	\$5,493	\$2,100	\$2,100	\$2,100	\$2,100
Unimproved	\$1,960	\$2,235	\$2,360	\$3,860	\$2,100	\$2,100	\$2,100	\$2,100
Subdivision	\$390	\$415	\$525	\$715	\$2,100	\$2,100	\$2,100	\$2,100

**Class Definitions:*

- 1.) *Any Street: Any paved right-of-way that contains a public water main.*
- 2.) *Unimproved: Any non-paved right-of-way that contains a public water main.*
- 3.) *Subdivision: Any proposed right-of-way within a subdivision that contains a public water main.*

Additional Charges and Special Notes:

There will be a **\$1,302.00 System Fee** added to all branch costs at the time branch is purchased. For Mason Meter Expansion Fees see page 25 of this document.

Domestic or Irrigation portion of Dual or Tri-Service Branch being installed by the development contractor at the same time the fire service branch is installed, all sizes: **\$200**

Domestic or Irrigation portion of Dual or Tri-Service Branch being installed by the development contractor on

an existing in-service fire line that meets current standards: **\$1,050**

The following guidelines are to be used in determining when to use service saddles:

NOTE: Service saddles are **only** permitted on the domestic or irrigation leg installed on a fire branch. Service saddles are never permitted on any branch at the water main.

Branch Size	Cast or Ductile Iron Pipe Size
3/4"	No saddle required on any size
1"	Use saddle on 3" and 4" only
1 1/2"	Use saddle on 3", 4", and 6" only
2"	Use saddle on 3", 4", 6", 8", and 10" only

Service saddles are required for all sizes of service branches installed on AC pipe. Service saddles will not be permitted where not required by the above regulations.

Right of Way Opening Permits:

- a) **Service Branches 2" and Smaller:** Right-of-Way opening permits will be obtained by GCWW for the Water Works contractor.
- b) **Service Branches 4" and Larger:** Right-of-Way opening permits shall be obtained by the Owner's/Developer's Contractor.

Exception: When working in a Warren County (outside of Mason) or ODOT controlled Right-of-Way (outside of Mason), the Water Works Inspection group is required by the State to apply for the ODOT permit. The applicant will be notified by Water Works Branch Services if this exception applies to their project.

Add **\$300.00** if the branch is to be installed in a Warren County or ODOT controlled Right-of-Way.

GCWW directed Plan 4 water main extension branch sales projects will use the Unimproved Street prices at GCWW discretion.

Payment for branches, meters and permits is made to the GCWW Cashier in cash, check, or credit card prior to receipt of service. Checks should be made payable to the "Greater Cincinnati Water Works".

SPECIAL NOTES:

If the applicant or a governing authority determines that a branch must be installed at other than normal daily working hours, then the applicant will be subject to pay the **additional inspection overtime charges.**

MASON METER COSTS AND NON-RESIDENTIAL EXPANSION FEES

Mason Meters			Mason Non-Residential Meter Expansion Fee		
Size	Type	Cost	Expansion Fee	Total	
5/8"		\$457.00			
3/4"		\$457.00	\$7,047.00	\$7,504.00	
1"		\$305.00	\$5,618.00	\$5,923.00	
1 1/2"		\$455.00	\$9,395.00	\$9,850.00	
2"		\$520.00	\$15,014.00	\$15,534.00	
2"	turbine	\$922.00	\$15,014.00	\$15,936.00	
3"	compound/tur	\$2,284.00	\$33,916.00	\$36,200.00	
4"	compound/tur	\$3,688.00	\$64,518.00	\$68,206.00	
4"	protectus	\$6,000.00	\$64,518.00	\$70,518.00	
6"	compound/tur	\$5,427.00	\$143,788.00	\$149,215.00	
6"	protectus	\$8,000.00	\$143,788.00	\$151,788.00	
8"	turbine	\$4,229.00	\$239,658.00	\$243,887.00	
8"	fire assembly	\$5,844.00	\$239,658.00	\$245,502.00	
8"	protectus	\$11,336.00	\$239,658.00	\$250,994.00	
10"	turbine	\$6,900.00			
10"	fire assembly	\$7,522.00			
10"	protectus	\$15,890.00			
12"	turbine	\$11,817.00			
16"	turbine	\$13,417.00			
20"	turbine	\$17,690.00			

- 1.) **Residential Expansion Fees:** There will be an additional system expansion fee on all residential meters at a rate of: **\$5,402.00 per family unit.**
- 2.) For special purpose apartment projects, such as those intended for the elderly, containing one or two room efficiency units, with occupancy rigidly controlled and equipped with only one set of kitchen and bath fixtures, the expansion charge, tap size and meter size shall be seventy-five percent (75%) of size required in chart for multi-family units.
- 3.) For trailer parks, where more than one trailer are served by the same meter, the expansion charge, tap size and meter size shall be determined as apartments.
- 4.) For purposes of water system expansion fees, the following facilities shall be considered businesses and pay fees as set forth for commercial meter fees: convalescent homes, hospitals, nursing homes, group homes and housing of elderly other than those described in #2.

D. APPENDIX

Table 1
Minimum Requirements: Residential

Building size	Tap	Meter	Maximum Operating Capacity	Recommended Operating Capacity
1 family	3/4	5/8	20 gpm	10 gpm
	3/4	3/4	30 gpm	15 gpm
2-6 family	1	3/4	30 gpm	15 gpm
7-12 family	1	1	50 gpm	25 gpm
13-20 family	1 ½	1	50 gpm	25 gpm
20-50 family	1 ½	1 ½	100 gpm	50 gpm
51-75 family	2	1 ½	100 gpm	50 gpm
76-120 family	2	2	160 gpm	80 gpm
121-175 family	4	3	320 gpm	150 gpm
176-250 family	4	4	500 gpm	250 gpm
251-350 family	6	4	500 gpm	250 gpm
351-500 family	6	6	1000 gpm	500 gpm

Calculate trailer parks @ 75% capacity, Calculate hotels/motels @ 50% capacity

Table 2
Minimum Requirements: Commercial

Water demand Min. and Max. Flows	Branch Size	Meter Size
0.25 to 20	3/4	5/8
0.50 to 30	3/4	3/4
0.50 to 30	1	3/4
0.75 to 50	1	1
0.75 to 50	1.5	1
1.50 to 100	1.5	1.5
1.50 to 100	2	1.5
2.0 to 160	2	2
0.50 to 320	4	3
0.75 to 500	4	4
0.75 to 500	6	4
1.5 to 1000	6	6
1.5 to 1000	8	6
50.0 to 2400	8	8
75.0 to 3800	10	10
120.0 to 5000	12	12

Table 3
BRANCH MATERIAL REFERENCE DATA

Branch Number	Date		Branch Number	Date
1	1837	Subject to have Gooseneck or Basket Ferrule	150000	1950
5000	1855		155000	1951
10000	1857		160000	1952
15000	1866		165000	1953
20000	1873		170000	1955
25000	1881		175000	1956
30000	1885		175615	
35000	1888		Branch & meter #'s same from here on	
40000	1892		180000	1957
45000	1895		185000	1958
50000	1900		190000	1959
55000	1904		195000	1960
60000	1908		200000	1961
65000	1910		205000	1962
70000	1913		207160	1 st branch w/no curb box required
75000	1915		210000	1963
80000	1918		215000	1964
85000	1922		220000	1965
88000	All prior branches are lead		225000	1966
90000	1924		225420	First & only plastic branch (2")
95000	1926	Brass	230000	1967
100000	1927		240000	1972
101808	1928		250000	1976
All branches after this are copper			260000	1983
110000	1930		270000	1988
115000	1933		275000	Meters inside AMR C/B
120000	1935		279500	F/B with C/B
125000	1938		280000	1966
			Mason Branches	
130000	1940		297000	2002
135000	1942		299401	2002
140000	1946		300000	2005
145000	1948		205000	2005