

*Town of Derry, NH*  
*Water and Sewer Divisions*  
**Service Request Application**



\_\_\_\_\_ **New Service**  
 \_\_\_\_\_ **Repair**

Date: \_\_\_\_\_ Permit No.\* \_\_\_\_\_ Service Requested: WATER SEWER BOTH  
 Parcel ID \_\_\_\_\_ Property Description \_\_\_\_\_  
 Location No \_\_\_\_\_ Suffix \_\_\_\_\_ Street \_\_\_\_\_  
 Town DERRY NH Zip 03038 Telephone ( ) \_\_\_\_\_

Service Type: Residential \_\_\_\_\_ if yes.. Number of Bedrooms: \_\_\_\_\_ Irrigation: Yes No  
 for.. Commercial \_\_\_\_\_ Industrial \_\_\_\_\_ Municipal \_\_\_\_\_ Institutional \_\_\_\_\_  
 No. of Employees \_\_\_\_\_ Building square footage \_\_\_\_\_  
 for.. Restaurants, number of seats \_\_\_\_\_ Fire Service? Yes No

*For services with Industrial manufacturing or other processes requiring nondomestic water/sewer use, or Service demands in excess of 5,000 gals per day, an Industrial User Service Permit Application is required.*

District: (1) Core (2) Willow (3) Autumn (4) Rand-Shep (5) Meadow (6) Woodland  
 (7) L'Derry (8) Bvr Lake (9) S.Range (10) Scenic (11)Bradford (12) Scobie

**ALL CHARGES WILL BE BILLED TO, AND BECOME THE RESPONSIBILITY OF, THE APPLICANT**

APPLICANT Name: \_\_\_\_\_ is OWNER or TENANT  
 Mailing Address: \_\_\_\_\_  
 City/Town \_\_\_\_\_ State/Zip \_\_\_\_\_ Telephone \_\_\_\_\_  
 Contact \_\_\_\_\_ Telephone \_\_\_\_\_

*Requests may be accepted for bills to be copied to the owner/tenant for a \$1.00 per bill charge.*

COPY TO: Name: \_\_\_\_\_ is OWNER or TENANT  
 Mailing Address: \_\_\_\_\_  
 City/Town \_\_\_\_\_ State/Zip \_\_\_\_\_ Telephone \_\_\_\_\_  
 Contact \_\_\_\_\_ Telephone \_\_\_\_\_

Connection Charges	WATER	SEWER
Water Hook Up Fees		Sewer Accessibility Fee
Water Source Development Charge		Sewer Construction Assessment
Water Construction Assessment		Sewer Application/Inspection Fee
Water Application/Inspection Fee		Meter costs
Meter costs		Meter Horn/Backflow
Meter Horn/Backflow		
<b>TOTAL WATER CHARGES</b>		<b>TOTAL SEWER CHARGES</b>
Payment of \$ _____	Recd by _____	On (date) _____

**All charges must be paid prior to issuance of a Certificate of Occupancy by the Code Enforcement Office.**

Service Request Date \_\_\_\_\_ Utility Service Contractor \_\_\_\_\_

Special Conditions including trench restoration requirements, pump/lift station specifications, etc.

*I have requested municipal water and/or sewer service and agree to the terms and conditions of this permit application and to comply with the Derry Water and Sewer Use Ordinances and other applicable Local, State and Federal Regulations.*

Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Approved** for connection by the Town of Derry:

Deputy Director of Public Works	Director of Public Works
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Building permits will not be issued without approval for connection by the Department of Public Works for municipal water and sewer or approval for a private well or on-site septic system by the Building Inspector's Office.  
 Denotes to be completed by Town.

**SEE REVERSE SIDE FOR SERVICE AND METER INFORMATION**

\*Permit No format = YR - MONTH - 1st 3 letters of STREET - HOUSE # ex; 200509MAN14

Service and Meter Information

Parcel ID	Property Description		
Location No.	Suffix	Street	
Town	NH	Zip	Telephone

Water Service Inspected by:		Date	
Water Service Line size & type		As-Built?	Y N
Sewer Service Inspected by:		Date	
Sewer Service Line size & type		As-Built?	Y N

Meters will not be installed until both water and sewer lines have been inspected and approved by the Public Works Office. A **Certificate of Occupancy** will not be issued for any building serviced by municipal water and/or sewer until the meter installation has been approved by the Town of Derry Water/Sewer Division.

Meter Request Date		The Town installs meters up to and including 1 inch. Prior to installation, meter horns and/or backflows must be installed by the owners plumber.
Meter Size		
Meter Manufacturer	<i>Badger</i>	
Meter Location		
Transponder Location		
Installed By:		Meter Serial No. <input type="text"/>
		No. of Dials <input type="text"/>
		Remote Serial No. <input type="text"/>
		Date Installed <input type="text"/>

2nd Meter Info.	Meter Size	<input type="text"/>	Meter Serial No.	<input type="text"/>
	Location	<input type="text"/>	Remote Serial No.	<input type="text"/>
	No. of Dials	<input type="text"/>	Date Installed	<input type="text"/>
Backflow Info.	BF Size	<input type="text"/>	BF Serial No.	<input type="text"/>
	BF Location	<input type="text"/>		

As-Built:

The Town of Derry bills Water and Sewer Service Accounts on a quarterly basis in March, June, September, and December. Bills are due upon presentation. Interest will be charged at a rate of 1/5% per month on all balances over 30 days. Accounts Service May be discontinued on any account with balances 60 days or more past due.

*Town of Derry, NH Water and Sewer Divisions  
14 Manning Street, Derry, NH 03038  
Tel 603-432-6144 Fax 603-432-6130 web. www.derry-nh.us*

In case of emergency contact the Derry Fire Dept at 603-432-6121 or Derry Police at 603-432-6111