

BUILDING PERMIT # \_\_\_\_\_

## NEW BUILDING / CONSTRUCTION UTILITY INFORMATION AND CHECKLIST:

- ☐ WATER & SEWER CONNECTION APPLICATION
- ☐ ENCROACHMENT PERMIT (FOR SEWER CONNECTION)
  - \_\_\_ One-Call Ticket #
  - \_\_\_ Certificate of Liability Insurance
  - *All connection and encroachment permit fees must be paid prior to the City stubbing out water/sewer connections.*
- ☐ START SERVICE AGREEMENT
  - *All water service connections will remain off and locked until a start service agreement is received. Requests to have the water turned on are to be made by the owner and cannot be requested by contractors or plumbers. **If water and sewer connections were both done, you will be billed for both once the water is turned on.***

# CITY OF PRIEST RIVER

P.O. Box 415  
552 High Street  
Priest River, ID 83856  
(208) 448-2123  
Fax (208) 448-2232



## Water and Sewer Connection Application

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Property Address: \_\_\_\_\_

Legal Description: Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Addition: \_\_\_\_\_

Parcel #: \_\_\_\_\_ Building Permit #: \_\_\_\_\_

I HEREBY APPLY FOR THE FOLLOWING:

<input type="checkbox"/> Water Service Connection:	\$ _____
<input type="checkbox"/> Fire Service Connection:	\$ _____
<input type="checkbox"/> Irrigation Service Connection:	\$ _____
<input type="checkbox"/> Sewer Service Connection:	\$ _____
<input type="checkbox"/> Sewer Encroachment Permit:	\$ _____
<input type="checkbox"/> Sewer Installation Deposit:	\$ _____
Total:	\$ _____

Water Service Size: \_\_\_\_\_  
(Standard residential water size is 3/4-5/8")

I hereby certify that I am the owner, or legal agent for the owner, of the above listed property, and that I have the legal authority to request and apply for the above connections. I understand that any and all connection fees need to be paid prior to the City installing any service connections. I further understand that my continued service/connections are dependent upon compliance with applicable City Code governing City utility systems. **All water service connections will remain off and locked until a Start Service Agreement is received. Requests to have the water turned on are to be made by the owner and cannot be requested by contractors or plumbers. If connections are made to both water and sewer, I will be billed for both services once the water is turned on.**

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY	
<input type="checkbox"/> Approved Owner/legal agent has been verified. The parcel identified on this application is located within City limits and can be serviced with the requested connections. Meter size: _____ Public Works Supervisor: _____	<input type="checkbox"/> Denied Reason: _____ _____ _____ Public Works Supervisor: _____
Total Amount Paid: \$ _____ Date: _____ Rec'd by: _____ Work Order#: _____	

**CITY OF PRIEST RIVER**  
**PUBLIC WORKS DEPARTMENT**  
**RIGHT-OF-WAY ENCROACHMENT PERMIT**

ADDRESS/LOCATION OF ENCROACHMENT: \_\_\_\_\_

PROJECT START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

TYPE OF WORK: ☐ APPROACH ☐ SIDEWALK/CURB ☐ STREET CUT ☐ UTILITY CONNECTION

OBSTRUCTIONS: ☐ STREET/ALLEY ☐ SIDEWALK ☐ SIDEWALK SEATING

DESCRIPTION OF WORK: \_\_\_\_\_

ONE CALL TICKET # \_\_\_\_\_

BUILDING PERMIT # \_\_\_\_\_ (if in conjunction with a building permit)

**APPLICANT INFORMATION**

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**CONTRACTOR INFORMATION**

COMPANY: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

IDAHO CONTRACTOR REGISTRATION NUMBER: \_\_\_\_\_

**INSURANCE**

Any work or encroachment in City right-of-way requires you to furnish the City with a Certificate of Liability insurance naming the City of Priest River as an additional insured. The liability minimum is \$500,000 combined aggregate policy for each occurrence. For outdoor dining the minimum is \$1,000,000. Please have the certificate written with an annual expiration date of 12/31. The cancellation (endeavor) clause must be amended to read 30 days written notice to the above-named certificate holder and the remainder of the clause crossed off.

I certify that the above information is correct and hereby request permission to perform the work in the right-of-way as described in this permit. I further certify that I have been provided with and agree to comply with General Provisions of Right-of-Way Encroachment and with any additional provisions listed on this permit and/or with any attachments to this permit.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SUBJECT TO ALL OF THE GENERAL PROVISIONS, ADDITIONAL PROVISIONS, AND ATTACHMENTS SHOWN ON THIS PERMIT, PERMISSION IS HEREBY GRANTED TO THE ABOVE-NAMED APPLICANT BY THE CITY OF PRIEST RIVER TO PERFORM THE WORK HEREIN DESCRIBED.

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

ATTACHMENTS: \_\_\_\_\_

**A COPY OF THIS PERMIT MUST BE POSTED ON SITE**

**CITY OF PRIEST RIVER**  
**RIGHT-OF-WAY ENCROACHMENT PERMIT**  
**GENERAL PROVISIONS**

1. In signing this permit, the PERMITTEE, their successors, and/or assigns agree to indemnify, hold harmless and defend, regardless of outcome, the CITY OF PRIEST RIVER against the expenses of claims or lawsuits, including all costs and attorney fees, that are incurred by reason of any act of omission, neglect, or misconduct of the PERMITTEE or their agent(s) in the design, construction, or maintenance of the work described in this permit.
2. The PERMITTEE is responsible for utility location request notification through Idaho One-Call (800-626-4950 or 811). Such notification shall be performed two full working days prior to project commencement. If the described work in the permit includes digging, THIS ENCROACHMENT PERMIT IS NOT VALID WITHOUT A ONE-CALL TICKET NUMBER.
3. The City Public Works Department (208-448-2385) shall be notified two full working days in advance of any work described in this permit being performed.
4. During the performance of the work described in this permit, barricades, lights, and other traffic control devices shall be erected and maintained as necessary for the protection of the public and in conformance with the Manual of Uniform Traffic Control Devices, latest edition. It shall be the responsibility of the PERMITTEE to ensure compliance with all federal, state, and local safety provisions.
5. All backfill within the right-of-way shall comply with the requirements of the Idaho Standards for Public Works Construction – latest edition (ISPWC) and detailed under Division 200-Earthwork, Division 300-Trenching, and Division 800-Aggregates and Asphalt. Compaction requirements shall be 95% RD for traffic areas and 90% in non-traffic areas unless otherwise specified in any Additional Provisions attached to this permit.
6. The PERMITTEE shall be responsible for repairs and/or replacement of any asphalt surface removed or damaged. Such repairs/replacements shall be performed as soon after completion of backfill and compaction as is practicable. All asphalt concrete construction or repairs within the right-of-way shall comply with the requirements of the ISPWC-Division 800-Aggregates and Asphalt, unless otherwise specified in any Additional Provisions attached to this permit.
7. The PERMITTEE shall, for a period of two years after substantial completion of the work described in this permit, be held responsible for all required repairs within the right-of-way due to subsidence, asphalt breakage or any other material or physical damage that can be attributed to the work described in this permit.
8. Any replacement of, or addition to, the work described in this permit shall require a new permit prior to commencement of that replacement or addition.
9. The CITY OF PRIEST RIVER may revoke, amend, amplify, or terminate this permit if the PERMITTEE or their agent(s) fail, through willful or unreasonable neglect, to comply fully with the General Provisions or any Additional Provisions that may be attached to this permit.

CITY OF PRIEST RIVER  
P.O. Box 415; 552 High Street  
Priest River, Idaho 83856  
(208) 448-2123  
Fax: (208) 448-2232



**APPLICATION & AGREEMENT FOR SERVICES**

Date to start service: \_\_\_\_\_ Account number: \_\_\_\_\_

Service address: \_\_\_\_\_

Property owner name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Mailing address: \_\_\_\_\_

**IF THIS PROPERTY IS A RENTAL, PLEASE FILL OUT THIS SECTION:**

☐ Bill is to be sent to owner ☐ Bill is to be sent to tenant

Tenant name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Tenant mailing address: \_\_\_\_\_

Date of move in: \_\_\_\_\_

**I hereby acknowledge that as the property owner, I will remain legally responsible for all unpaid account balances, as provided by City Code. *Owner Initials***

☐ Residential Property

☐ Property is classified as Multi-Unit, with \_\_\_\_\_ units total.

☐ Commercial Property

☐ Property is classified as Multi-Unit, with \_\_\_\_\_ units total.

**The following is in accordance with Title 8 of the Priest River Municipal Code**

- All utility accounts must remain in the name of the property owner.
- No applications will be approved for any property that has an unpaid utility balance.
- Services may be stopped upon owner request if the property will be vacant for thirty (30) days or more.
- A \$25.00 fee is assessed to turn on or shut off water service (\$75.00 for after-hours or weekends).
- A \$5.00 late fee will be assessed on all utility accounts not paid in full by 5:00 p.m. on the 15<sup>th</sup> of the month.
- Accounts with an unpaid prior monthly balance greater than or equal to \$20.00 plus any current monthly balance, when combined, that is greater than or equal to the minimum monthly utility charge after the 15<sup>th</sup> of the month will be subject to our door hanger policy, and will be assessed a non-refundable \$35.00 door hanger fee.
- Payment arrangements WILL NOT be made for accounts with large balances or delinquent accounts.
- In accordance with City Code 8-1-3 and 8-1-4, unpaid utility service charges shall become a lien upon and against the property on which the charge or fee is levied. The City Clerk shall certify to the County Assessor any unpaid utility service balances and such balances shall be collected in a manner permitted, or hereinafter permitted, by the laws of the State of Idaho and the Ordinances of the City.
- All water/sewer problems should be reported to City Hall promptly for resolution. In case of an emergency after hours, you may contact Dispatch at 208-265-5525.
- In accordance with City Code 8-2-6 (Ord. 536), all legally enacted water and/or sewer utility improvement bonds shall be assessed in accordance with the rate schedule and shall be charged against all open water and/or sewer accounts without regard as to whether the account is active or inactive. All accounts closed and re-opened in the name of the same property owner will be assessed for all bond payments accrued from the date of closing. These bond payments will not be waived pursuant to USDA loan agreements.

I hereby certify that I am the property owner of the above stated address and that I have full authority to apply for and accept the services as stated above, subject to the rules and regulations as adopted under Title 8 of the Priest River Municipal Code. I understand that it is my responsibility to notify the City of any changes to this utility account.

**Owner Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\*\* For Office Use Only \*\*

Work Order # \_\_\_\_\_ Account Updated: \_\_\_\_\_ Prev. Balance: \_\_\_\_\_ Initial: \_\_\_\_\_