

**PRE-APPLICATION QUESTIONNAIRE FOR CITY OF TOPEKA UTILITY SERVICES**

To start the service application processes, please answer the following questions and return it to [watereng@topeka.org](mailto:watereng@topeka.org)

<b>Date of application</b>	
<b>Address requesting service</b>	
<b>Property square footage (estimate)</b>	
<b>Applicant/Contact person name, phone and email</b>	

<b>Is the service?</b>	
<b>New or Renewal</b>	
<b>Residential or Commercial</b>	

<b>Meter size? (i.e. 1", 1.5", 2"...)</b>	
<b>For new service, will you need a sewer tap? (Y or N)</b>	

<b>Party to bill for meter/tap cost</b>	
Name	
Address	
City, State ZIP	
Phone	

<b>Party to bill for water usage cost</b>	
Name	
Address	
City, State ZIP	
Phone	

\_\_\_\_\_ Sign and date

v. 6/14/18

*All materials will be issued in serviceable condition. Any reissuing of material or custom installation will be at customer's expense. Customer will be responsible for all damages due to negligence. Return construction inspections or call back after the first inspection will result in an additional cost for each hour and will be charged at the current Water Division labor rate at the time of the return visit.*

*Responsibilities and installation instructions are outlined in "City of Topeka Water and Waste Water New Service Taps and Service Installation Standards and Specifications" packet.*

*City of Topeka guarantees all material and workmanship performed by city employees to be of good quality. Taps shall be scheduled for completion within five working days of application date. Service installations shall be scheduled for completion within 10 working days of application date.*

<b>For City Use</b>	
Is property within City limits?	
Is property part of the Sherwood Improvement Area?	
Meter size/type	
Parcel ID	
Block/Lot/Subdivision	/ /

**A. If commercial/multiple family then check all that apply**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Fire Protection    | <input type="checkbox"/> Multi-Unit Residential | <input type="checkbox"/> Retail/Wholesale      |
| <input type="checkbox"/> Chemical           | <input type="checkbox"/> School                 | <input type="checkbox"/> Restaurant            |
| <input type="checkbox"/> Gas/Fill Station   | <input type="checkbox"/> Hospital               | <input type="checkbox"/> Car Wash              |
| <input type="checkbox"/> Other - List Below | <input type="checkbox"/> Hotel                  | <input type="checkbox"/> Medical/Dental Office |
|   | <input type="checkbox"/> Office                 | <input type="checkbox"/> Senior Care           |

**B. If commercial property or residential over 4,000 sqft complete fixture count**

Fixture Type	Unit Cnt	Flow Rate (GPM)	Fixture Unit Multiplier	Total Fixture Unit Value
<b>Bathrooms</b>				
Sink/Lavatory, residential		2 - 3	2.0	
Wash Fountain, commercial		5	4.0	
Wash-up Sink, per faucets set		3	2.0	
Water Closet, gravity tank		3 - 5	3.0	
Water Closet, flush tank		15	4.0	
Water Closet, flush valve		30	6.0	
Urinal		15	4.0	
Bidet		2	1.0	
Bathtub or Combo Bath/Shower		4 - 8	3.0	
Shower only, residential		3 - 6	2.0	
Shower, continuous use		15	5.0	
<b>Laundry</b>				
Clothes Washer, residential		3 - 5	3.0	
Clothes Washer, commercial		5	4.0	
Service/Mop basin		5	3.0	
Sink		5	2.0	
<b>Kitchen</b>				
Sink, residential		2 - 4	1.5	
Sink, commercial		5	4.0	
Dishwasher, residential		3 - 5	2.0	
Dishwasher, commercial		5	3.0	
<b>Other</b>				
Drinking Fountain/Watercooler		.75	0.5	
Clinic Sink/Faucet			8.0	
Cuspidor, dental unit		1	1.0	
Lawn sprinkler head count		3 - 7	1.0	
Hose Bibb		3 - 12	2.5	
Bar Sink		3 - 5	3.0	
Appliances, Appurtenances or Fixtures not listed above				
<b>Total Fixture Units</b>				