

Butler, Indiana

**Instructions for Completion  
of  
Applications for Water Service Tap/Connection  
Application for Wastewater Tap/Connection**

1. No water service tap/connection to the Butler Water System or wastewater tap/connection to the Butler Wastewater System may be made without a valid Water/Wastewater Construction Permit issued by the Butler Utility Department.
2. No Construction Permit may be issued without completion of an application for water service tap/connection and/or wastewater tap/connection and payment of the appropriate tap/connection and capacity fees, as described in the City Ordinance addressing tap/connection and capacity fees.
3. Applications for water service tap/connection and/or wastewater tap/connection may be obtained at the Utility Office located at 201 S. Broadway, Butler, Indiana.
4. A Construction Permit must be obtained for all new taps/connections and (at no cost) for all repairs, replacements or modifications. If an existing tap or connection is being expanded and additional water or wastewater capacity is required the applicable fees will be collected for the expanded capacity.
5. Completed applications should be submitted to the Utility Clerk at the Utility Office at the address noted. The applications for tap/connection must be completely filled out and signed by the person or designated representative that will be responsible for the location requesting water and/or wastewater services.
6. The application(s) will be reviewed by Butler's Water, Wastewater, Street, Fire, Police and Planning and Zoning Departments to insure that the requested services are available or will be available at the time of requested tap/connection and that the requested tap/connection is in conformance and consistent with zoning and the services provided by the City of Butler. The Departments will be provided 48 hours (2 working days) for review and response. If no comments are received from the Departments within the allocated time the application will be deemed approved and a construction permit may be issued upon payment of all associated fees.
7. The Construction Permit is valid for 1 year from date of issuance and must be available at the site where construction is occurring.
8. The Water and/or Wastewater Superintendent or his duly appointed representative shall approve all work before and after backfilling. Inspection must be requested at least 24 hours in advance and will be completed during normal City business hours (8:00 AM to 3:30 PM).