

**COMMERCIAL AND MULTI-DWELLING NEW CONSTRUCTION APPLICATION PACKET
City of Vero Beach Utilities**

**1036 20th St. -- PO Box 1389
Vero Beach, Florida 32961-1389
Telephone: (772) 978-5100
Fax: (772) 978-5125**

Instructions for completing commercial application packet:

*****Please read all documents carefully*****

Required Building Application Information – **Keep this form for your records** – This provides the applicant a list of required documents and information required to make an application for service.

Process for Receiving a meter for Water Service – **Keep this form for your records** – This provides the applicant with general information in obtaining a meter base and the process of receiving a meter after the application is processed.

New Construction Account Information – **Complete and return this form at the time of application** – This form provides Customer Service with the information required to set up a new location and account and to calculate the fees required for application.

New Construction Account / Tear Down / Rebuild – **Complete and return this form at the time of application if applicable** – This form provides Customer Service with the information required to calculate any credit(s) that may be applicable.

Water Meter Sizing and Sewer Connection for Commercial Service – **Complete and return this form at the time of application** – This form provides Customer Service with the information required to determine the minimum size water meter and to calculate the fees required for application.

Required Building Application Information

- Building Permit – Actual Permit or Copy – * Permit numbers **NOT** acceptable *
- Plumber's name and telephone number
- At the time of application, we must know the number of apts, condo units, commercial units, etc.
- Irrigation Service—The flow per minute of the largest irrigation zone (25 or 30 gpm for example) must be provided on the application
- All fees are to be paid at the time of application for service.

NOTE: If there is Temporary Utility Service for Construction, it is still necessary to make an application for the permanent service.

It is critical that the information given at the time of application is complete and accurate. Inaccurate or incomplete information will cause delays in the installation of the meters and may result in additional service charges being applied. Keep this copy for your records.

WATER OR IRRIGATION SERVICE -TEMPORARY & PERMANENT SERVICE

- The customer must complete a service application at the address shown above.
- A service order will be routed to Water & Sewer Department
- Water & Sewer Department will schedule date and time meter will be set

***For specific information, please call Water & Sewer (772) 978-5220**

The Customer Service staff CANNOT provide a date or time for the installation of any meter and/or utility service.

**COMMERCIAL AND MULTI-DWELLING NEW CONSTRUCTION APPLICATION PACKET
City of Vero Beach Utilities
New Construction - Account
Information Sheet - Commercial**

APPLICANT'S NAME: _____

CONTACT PERSON: _____ TEL. NO.: _____

E-MAIL ADDRESS: _____ CELL NO.: _____

ACCOUNT HOLDERS NAME: _____

BILLING ADDRESS: (Street) _____

(City) _____ (State) _____ (Zip) _____

Business/ Property Owner Information

Owner's Name & Number _____
(Name) (Cell Phone# or Other Contact #)

Owner's Driver's License No. _____ State: _____ DOB: _____

TELEPHONE NO: _____ FAX NO: _____

ACCOUNT CONTACT PERSON: _____ TEL. NO.: _____

E-MAIL ADDRESS: _____ CELL NO.: _____

NEW SERVICE INFORMATION

NO. BLDGS _____

SERVICE ADDRESS: _____

Temporary Water Permanent Water

Plumber's Name: _____ Phone: _____

Total Square Footage: _____

Job Description: (i.e. Temporary for or Permanent for Shell Building – Clubhouse – etc.)

Customer Signature: _____ Date: _____

COMMERCIAL AND MULTI-DWELLING NEW CONSTRUCTION APPLICATION PACKET
City of Vero Beach Utilities
New Construction – Account Information
Sheet – Commercial Tear Down / Rebuild

Please provide all service information for the structure(s) that have been or will be torn down. This information will be used to calculate any credit(s) that may be due.

APPLICANT'S NAME: _____

CONTACT PERSON: _____ TEL. NO.: _____

E-MAIL ADDRESS: _____ CELL NO.: _____

ACCOUNT HOLDERS NAME: _____

EXISTING SERVICE INFORMATION

(For rebuild / remodel on an existing building)

NO. BLDGS _____

SERVICE ADDRESS: _____

SERVICE ADDRESS: _____

SERVICE ADDRESS: _____

Water Meter Size: _____ " Irrigation Meter Size: _____ "

Water Meter Size: _____ " Irrigation Meter Size: _____ "

Water Meter Size: _____ " Irrigation Meter Size: _____ "

Sewer Service: _____ Yes _____ No

Customer Signature: _____ Date: _____

COMMERCIAL AND MULTI-DWELLING NEW CONSTRUCTION APPLICATION PACKET
City of Vero Beach Utilities
Water Meter Sizing and Sewer Connection Information
For Commercial Service Applications

DATE: _____

CONTRACTOR: _____ ACCOUNT NO. _____

OWNER: _____ SERVICE ADDRESS: _____

LOT: _____ BLOCK: _____ SUBDIVISION: _____

SERVICE LOCATION: CITY _____ COUNTY _____ INDIAN RIVER SHORES _____

COMMERCIAL BUILDING _____ NUMBER OF UNITS _____

PRIVATE FIRE LINE: NO _____ YES _____ SIZE _____

CITY SEWER _____ SEPTIC TANK _____ PRIVATE LIFT STATION _____

IRRIGATION SYSTEM: NO _____ CITY _____ WELL _____ NON POTABLE _____

DEMAND FOR LARGEST IRRIGATION ZONE: _____ Gallons Per Minute

Please enter the number of fixtures in the spaces provided

Lavatory _____ Toilet-Valve Private _____ Dishwasher 1" (25gpm) _____ Surgeons Sink _____ Drains _____

Bathtub _____ Toilet-Valve Public _____ Dishwasher ¾" (16gpm) _____ Commercial Washers 15 lb _____ Domestic Dishwasher _____

Shower _____ Toilet Tank _____ Dishwasher ½" (9gpm) _____ Commercial Washers 8 lb _____

Shower & Bath Combo _____ Urinal (1") _____ Kitchen Sink (Hotel/Rest) _____ Laundry Tub _____

Drinking Fountain _____ Urinal (¾") _____ Kitchen / Veg Sink _____ Hose Bib _____

Comments:

I certify that the information contained on this form is complete and accurate. I understand that if the information furnished is incomplete or inaccurate, the City may withhold or discontinue service until the correct information is furnished and the correct size meter is installed.

Name Printed

Signature