



## St. Johns County Board of County Commissioners

Utility Department – Customer Service

PO Drawer 3006, St. Augustine, FL 32085-3006

P: 904.209.2700 | F: 904.209.2718 | [utiltch@sjcfl.us](mailto:utiltch@sjcfl.us)

### NEW TAP REQUEST

All tap requests must be approved by SJCUD Engineering before fees can be assessed.

Once approved, please allow a minimum of 72 hours for processing/invoicing.

Date: \_\_\_\_\_ Service Address: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot Number: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Phase Number: \_\_\_\_\_ Number of Units: \_\_\_\_\_ Meter Size: \_\_\_\_\_

Residential: \_\_\_\_\_ Multi-Family: \_\_\_\_\_

Water: \_\_\_\_\_ Sewer: \_\_\_\_\_ Reuse: \_\_\_\_\_

Account Holder Name: \_\_\_\_\_

Mailing Address:

Street: \_\_\_\_\_ Apt./Suite Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_ Secondary Phone Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Tax ID (Business Use Only): \_\_\_\_\_

Driver License Number (Residential Use Only): \_\_\_\_\_

Driver License State of Issue: \_\_\_\_\_ Last Four Digits of Social Security Number (Residential Use Only): \_\_\_\_\_

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

Builder's box must be in place with lot number and address visible prior to meter placement. An additional \$50 trip fee will be assessed for all additional trips to place meters.

Please be aware that once the County Utility Department installs a new water tap, if any part of the box, meter, lid, or apparatus for the meter reading is removed or damaged, the account holder will be charged for all fees associated with repairing and replacing such equipment in addition to a \$50.00 Service Charge.

\*It is unlawful to use another Account Holder/Customer's water from a neighboring site without written approval from the Account Holder. A copy of the written approval must be submitted to the Utility Department for approval prior to any water hose being connected. \*

#### Office Use Only

\_\_\_\_\_  
Customer Number

\_\_\_\_\_  
Location Number