



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

RESIDENTIAL 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): _____

Email: _____

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