

# Application To Segregate Water Service

**If two or more existing legally constructed dwellings exist on a property and are connected to a common water meter, installation of additional meter(s) may be permissible to create separate water billings. This process is called “Segregation.”**

The following applications/forms must be filled out completely. Should you have any questions, please call the Board of Water Supply Service Engineering Section, at 748-5460 or 748-5490.

(1) **Segregation of Service Application**

The Segregation of Service Application, forms an agreement between the Board of Water Supply (BWS) and the applicant, that if the property piping is incorrectly installed and problems arise, the applicant is responsible **“at his/her own expense”** to correct the problem(s).

(2) **Building Permit Application**

The Building Permit Application is obtained from the City and County of Honolulu’s Department of Planning and Permitting. This application is needed to accommodate any plumbing work for the segregation. In addition, this application should provide validation of the number of existing legally constructed dwellings as well as registered addresses related to the segregation. BWS shall collect all applicable payments prior to approving the permit application.

(3) **Zoning Clearance**

If the Building Permit Application cannot provide validation of the number of existing legally constructed dwellings related to the segregation, a Zoning Clearance may be required as an alternative for the validation. The Zoning Clearance is obtained from the City and County of Honolulu’s Department of Planning and Permitting’s Zoning Section.

(4) **New Address Certificate**

If the Building Permit Application cannot provide registered addresses for the existing legally constructed dwellings related to the segregation, a New Address Certificate may be required as an alternative to obtain the registered addresses. The New Address Certificate is obtained from the City and County of Honolulu’s Department of Planning and Permitting.

(5) **Billing Authorization Form**

This form indicates the person responsible for the water bills.

**BOARD OF WATER SUPPLY (BWS)**  
**Application for Segregation of Services(s)**

\_\_\_ Segregation of Service

\_\_\_ Proper Connection

Date \_\_\_\_\_

**INSTRUCTIONS FOR THE APPLICANT:**

- 1. Provide a schematic drawing (hand-drawn is permitted), on the backside of this application with the following information:
  - a. Plot Plan, Tax Map Key Number (TMK)
  - b. Location of existing structures with their addresses as assigned by the Department of Planning and Permitting’s House Numbering Section.
  - c. Each structure that the existing meter is connected to.
  - d. Existing driveway(s) and perimeter walls and/or fences.

You may call us at 748-5460 or 748-5490 for assistance in drawing this sketch.

- 2. If there are changes to the sketch, the Applicant is responsible to inform **BWS Service Engineering Section** at 748-5460 or 748-5490.
- 3. Any incorrect connection(s) after the meter(s) shall be corrected by the Applicant(s) at his/her cost. Please note that if the service is not connected to the proper structure, incorrect water bills will result. After the meter is installed and as a result of the changes/revisions due to incorrect connections, additional field work shall be done at the Applicant’s expense.
- 4. **BWS WILL NOT BE RESPONSIBLE FOR ANY SWITCHED SERVICES OR IMPROPER INTERCONNECTIONS ON THE CONSUMER SIDE OF THE METER.** The Applicant shall be responsible to verify that the service is connected as shown on the sketch.

**Note: Water Systems Facilities Charges from the existing water meter will be transferred to the new water meter**

I, the undersigned, am responsible for the proper connection(s) and understand that if any incorrect connection(s) is/are made, **BWS shall be held harmless**. If corrections are not made, BWS may terminate the service(s).

OWNER (print name): \_\_\_\_\_

Res Phone: \_\_\_\_\_

Signature (of owner): \_\_\_\_\_

Bus Phone: \_\_\_\_\_

Contractor/Person doing the work (if Known): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Service Engineer: \_\_\_\_\_

**\*\*SKETCH\*\***  
**(see page 4)**

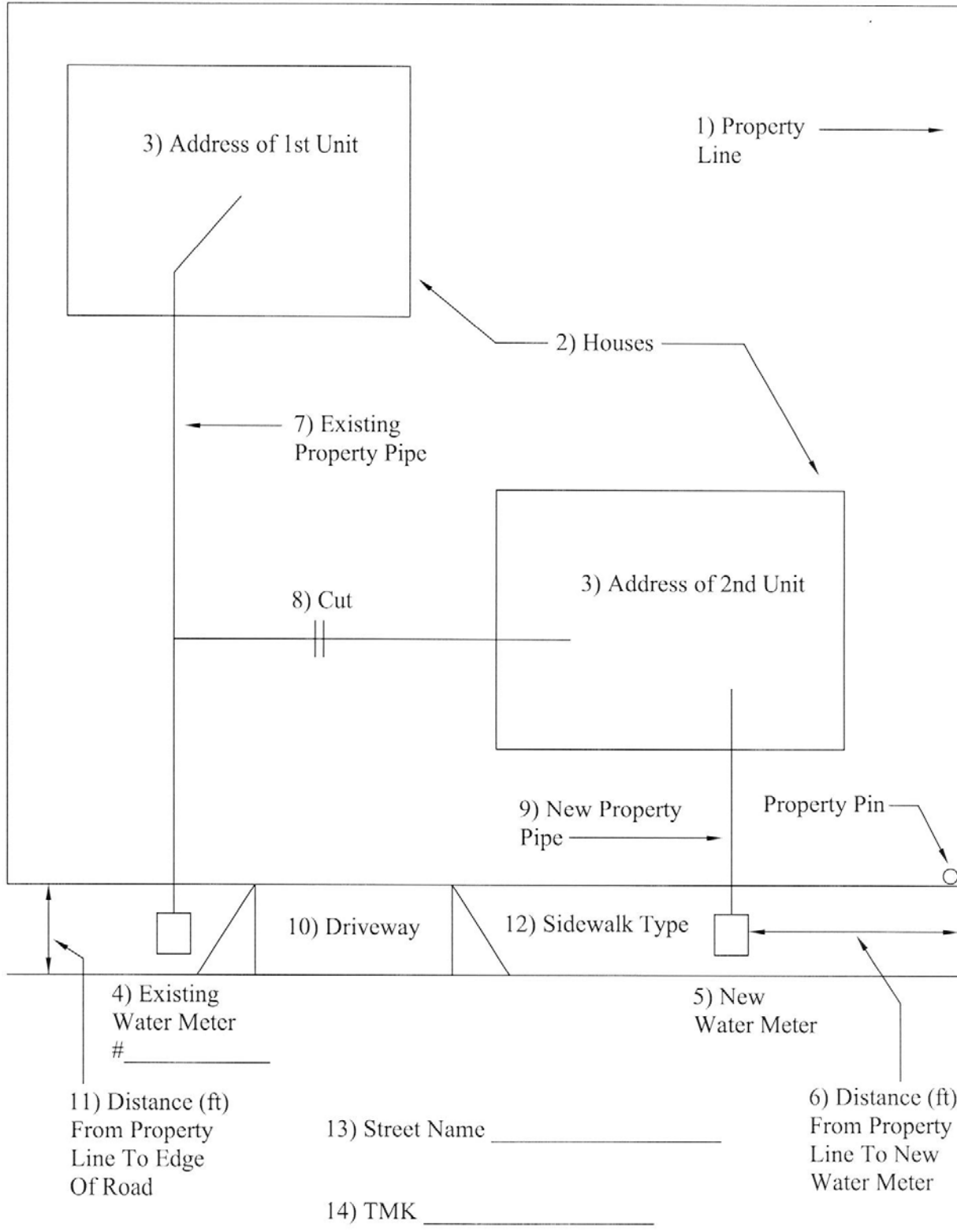
**If you decide to draw your own sketch, please include the items listed below:**

1. Property lines.
2. Location of Houses/Structures on the lot that have plumbing fixtures.
3. Addresses of the houses (as assigned by The Department Of Planning and Permitting).
4. Location of the existing water meter that serve all of the plumbing fixtures on the lot.
5. Location for the new water meter.
6. Distance from property line for new water meter box location.
7. Existing property piping from the existing water meter to all existing structures that have plumbing fixtures on the lot.
8. Two slash lines through the existing property piping (as mentioned in item #7 above) indicating the separation from the existing water meter.
9. New property piping from the new water meter for the house and respective structures that have plumbing fixtures.
10. Existing driveway.
11. Distance from the property line to the edge of the road.
12. Type of sidewalk. (i.e. grass, concrete, dirt, asphalt, etc.)
13. Street Name that fronts the lot.
14. Tax Map Key Number for the lot.

**Note:** Fill out one of the accompanying Fixture Unit Computation Worksheet for the dwelling(s) to be connected to the new water meter.

**If you need assistance in preparing the sketch, or have any questions regarding this application, please call the Service Engineering Section at (ph# 748-5460 or 748-5490).**

# Sample Sketch (Does not need to be drawn to scale)



REVISED January 18, 2008

Premise ID No. \_\_\_\_\_

**BOARD OF WATER SUPPLY**

City and County of Honolulu  
630 South Beretania Street  
Honolulu, HI 96843  
Telephone: 748-5460

**BILLING AUTHORIZATION**

**SUBDIVISION/PROJECT** \_\_\_\_\_

**TAX MAP KEY** \_\_\_\_\_ **LOT NO.** \_\_\_\_\_

**PREMISE ADDRESS** \_\_\_\_\_

For the water service and meter at the above location, please send all water bills for payment to:

**CUSTOMER** \_\_\_\_\_  
First name Middle Initial Last Name

- or -

**BUSINESS NAME** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_

\_\_\_\_\_ **ZIP CODE** \_\_\_\_\_

The undersigned hereby agrees to pay all charges incurred upon such water service and meter at the above location and to abide by all rules, regulations, and provisions prescribed by the Board of Water Supply, City and County of Honolulu, relating to water service and/or rates.

\_\_\_\_\_  
Effective Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Customer's or Authorized Agent's Signature

\_\_\_\_\_  
Customer's Employer

Bus \_\_\_\_\_ Res \_\_\_\_\_

Customer's Phone Nos.

Fixture Unit Computation Worksheet

SFD Address \_\_\_\_\_

EXISTING FIXTURES						
Quantity	Regular	Quantity	Low Flow	Total	Plumbing Fixtures	
	1 FU		.6 FU			Lavatory
	3 FU		1.7 FU			W.C. (Tank)
	1 FU		1.0 FU			Bidet
	2 FU		1.6 FU			Tub/Shower (Combo)
	2.5 FU		2.5 FU			Tub or Furo Only
	2 FU		1.6 FU			Shower Only
	2 FU		1.6 FU			Kitchen Sink
	1.5 FU		1.5 FU			Dishwasher
	1 FU		1.0 FU			Bar Sink
	2 FU		2.0 FU			Laundry Tray
	2 FU		2.0 FU			Washing Machine
	2.5 FU		2.5 FU			Hose Bibb (1/SFD)
	1 FU		1.7			Urinal
						Other
						<b>TOTAL</b>

SFD Address \_\_\_\_\_

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