



# City of Punta Gorda, Florida

Billing and Collections Department  
126 Harvey Street Punta Gorda, Florida 33950  
941-639-2528

## APPLICATION FOR UTILITY SERVICE

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**All Applications for Utility Service are to be mailed and/or delivered in person ONLY. FAXES will NOT be accepted.**

Applicant **MUST** provide a copy of the **CHARLOTTE COUNTY TAX RECORD** Statement and a **COPY OF PLOT PLAN**. Failure to provide this information will delay your request.

Upon approval of service the Billing and Collections department will notify you of the total cost of impact fees. All payments of fees are to be made out to the City of Punta Gorda. No work will be performed until payment is received. Upon receipt of payment the billing office will generate a work order to set the meter. See Condition of service below.

**PLEASE NOTE: New meter installs will take approximately six (6) to eight (8) weeks from the date of approval and/or date of payment received.**

### AS A CONDITION OF SERVICE THE APPLICANT AGREES TO:

1. Pay the required meter installation fee, tapping charges, utility deposits, inspection fee and utility agreement fee (if applicable) to the City of Punta Gorda Customer Service Department located at **126 Harvey Street**.
2. Comply with all existing City of Punta Gorda Ordinances and FDEP (Florida Department of Environmental Protection) rules pertaining to the construction and use of Public Utilities.
3. Install a grease interceptor (if applicable) and have interceptor pumped out on a quarterly basis and maintain record of pumping, notify Pre-Treatment Coordinator at (941) 575-3339 for inspection, prior to start up.
4. Provide a plot plan of property to be served and to have property corner marked within three (3) days of payment of required fees.
5. The applicant agrees that if said service connection required unusual depth or length due to extremely deep swales, obstructing driveway and drainage culverts, or conflicts with existing utilities: Applicant will pay an additional fee for extra labor and materials expense. This fee will be based on actual cost and shall not exceed \$300.00.
6. **NOTICE TO CONTRACTOR/APPLICANT: A Backflow Preventer Assembly shall be installed prior to utility setting a meter. Notify Cross Connection Control Coordinator at 941-575-5091 for inspection of Backflow Preventer Assembly. Backflow Preventer Assembly shall be tested annually. NOTE: Utility Meter will NOT be installed without a Backflow Preventer Assembly.**
7. **NOTICE TO CONTRACTOR/APPLICANT: Final Grade for the Meter and Meter Box is the responsibility of the Contractor. New meter installation(s) will be completed within six (6) to eight (8) weeks from date of utility approval and payment of fees.**

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Please  
Initial

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Please  
Initial

**NOTE: I have read and agree to the terms and provisions of this application.**

\_\_\_\_\_  
Print Name (REQUIRED)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

