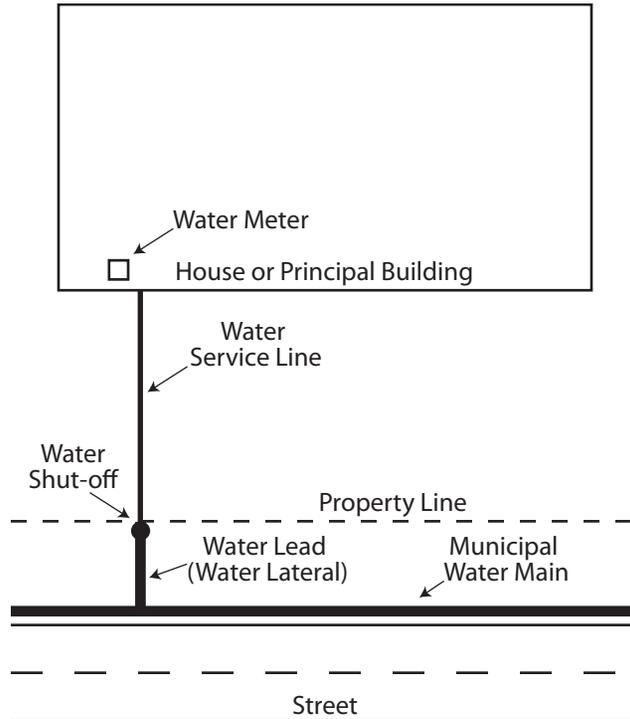


The graphic below shows the components of municipal water service. The property owner must install a **water service line** from the water lead to the building. In some cases, a **water lead** may also need to be installed for water connection.



### Financial Assistance

Funding assistance for municipal water connection may be available from the Community Development Block Grant Program, administered by the Department of Community Development. Assistance is provided in the form of a low-interest deferred loan and is subject to availability of funds and qualifications of the applicant.



# Connecting to City of Portage Municipal Water



**City of Portage**

7900 South Westnedge Avenue • Portage, Michigan 49002

[www.portagemi.gov](http://www.portagemi.gov)

For information contact:

**Department of Community Development**

7900 South Westnedge Avenue  
 Portage, Michigan 49002  
 269-329-4477

# Guidelines for Connecting to Portage Municipal Water

Municipal water service is available in most areas of the City of Portage. Property owners of a house or other principal building in an area served by the utility may find the following information helpful when considering connection to municipal water.

## Connection to Municipal Water

Connection to City of Portage municipal water eliminates the need for a property owner to operate and maintain a private well. Municipal water in the City of Portage is continually analyzed, monitored and tested to ensure compliance with standards prescribed by the Environmental Protection Agency. Connection to municipal water is simple and convenient by following these four easy steps:

**1. Contact the Department of Community Development to request a water-use permit.** Information provided by the property owner or licensed contractor, including the property address, property owner contact information and general information about the building, combined with city as-built utility records, is needed to begin the process. The water-use permit is used to determine: if a water lead (the lateral pipe from the water main to the property line) is present or needs to be installed; the cost of applicable assessment fees; water meter costs and other conditions that may be unique to the property. Once the water-use permit is reviewed and processed by Community Development staff, the property owner will be contacted and advised of connection-related charges. Fees due on the water-use permit must be paid prior to proceeding with the water connection. If a water lead is not present, United Water, the contracted provider of water utility service for the City of Portage, will contact the property owner to make arrangements for the water lead installation.

**2. Select a private contractor to install the water service line.** The water service line runs from the water lead and service valve (located near the property line) into the building. In most cases, property owners must select a State of Michigan licensed contractor to perform the installation of the water service line. The state does, however, allow a property owner the opportunity to complete the work if it is the property owner's primary place of residence and if the property owner is qualified to perform the installation. As a helpful hint, it is beneficial to receive several quotes from various contractors to ensure a fair cost. It is important that the communication between the property owner and the contractor is clear regarding the scope of the project and site restoration expectations. It is also wise to request references from the contractor to help ensure the project will be completed satisfactorily.

**3. Ensure the necessary plumbing permit is obtained.** Most area contractors are aware of City of Portage permitting requirements and will obtain the necessary plumbing permit. Property owners should request a copy of the permit from the contractor for their records. In the process of issuing the plumbing permit, the Department of Community Development will ensure that the contractor is properly licensed by the State of Michigan. If a property owner plans to undertake the work, a plumbing permit is still required. Once the water service line is installed, an inspection by the City of Portage Plumbing Inspector must be performed before the work is concealed. It is the responsibility of the contractor or property owner to call the Department of Community Development to request the inspection, providing a 24-hour notice. Upon approval, the Plumbing Inspector will assist the homeowner and/or contractor by making arrangements for a water meter to be installed by United Water. In instances where an existing meter is installed on a well to monitor sewer

usage, the contractor may use the existing meter on the new water service line. The meter will be installed at the point of the water line entry into the house.



**4. Ensure the existing well is properly abandoned.** The operation of private water wells in Portage is under the purview of the Environmental Health Division of the Kalamazoo County Health and Community Services Department. Part 127 of State of Michigan Public Act 368, 1978, as amended, requires that upon connection to a municipal water supply where a private well exists, the well must be abandoned and plugged. The plugging of the well is the responsibility of the well owner. Typically, the contractor who made the water connection will be asked to take the necessary steps to abandon the well and submit the required documentation to Kalamazoo County Environmental Health. An acceptable alternative is to maintain the private well for irrigation or other purposes. In such cases, items to consider include:

- the expense of operating the well (e.g., electricity, maintenance, etc.);
- the requirement to install a reduced pressure zone (RPZ) backflow preventer on the water service line into the building and
- the reduced residential sewer usage charges during non-winter months.

Questions pertaining to well abandonment may be directed to Kalamazoo County Environmental Health at (269) 373-5337.