

Brainerd Public Utilities



Water
Service
Requirements

WATER SERVICE REQUIREMENTS

Introduction

Brainerd Public Utilities (BPU) has assembled this booklet to assist its customers to plan for and obtain prompt and satisfactory water service.

Information in this booklet is intended to supplement the requirements of the Minnesota Plumbing Code and any other federal, state, or municipal codes, regulations, laws, and ordinances. Any questions regarding this information should be brought to the attention of BPU for interpretation.

Contact BPU for special considerations and if there are any questions regarding rates, services, equipment requirements, etc. Such requests should be directed to a customer service representative at 8027 Highland Scenic Rd, Baxter MN 56425, at 218-825-3216, or by e-mail repair@bpu.org.

The Water Service Requirements are also available on the BPU website at www.bpu.org/services/construction

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DEFINITIONS

Accessory Building: A structure, on a parcel of property, whose use is not the primary purpose of the parcel.

Air Gap: The unobstructed vertical distance through the free atmosphere from the lowest opening of any device discharging to the flood rim of the receiving device.

Advanced Metering Infrastructure: (AMI) is the technology of automatically collecting the consumption, diagnostic and status data from a meter.

Backflow Preventer: A device or means to prevent backflow into the potable water system.

Board of Health: The Crow Wing County Health Board, or the Crow Wing County Health Officer acting pursuant to its authority.

Combined Domestic/Fire Service: A single water service line providing both domestic water service and fire protection service to a building or premises.

Common Service: A water service line which serves more than one metered premises.

Commodity Charge: That portion of a customer's water bill which is related to the quantity of water used during the billing period.

Corporation Stop: A device designed to connect a water service sized 2" or smaller to a water main.

Cross-Connection: Any connection or arrangement, physical or otherwise, between a potable water supply system and any plumbing fixture, tank, receptacle, equipment, or device through which it may be possible for nonpotable, used, unclean, polluted, or contaminated water or other substance to enter any part of such potable water system under any condition.

Curb stop: A device designed to control the flow of water, within a water service line, located outside a customer's building or premises.

Customer: Any individual, partnership, corporation, or other legal entity now being served or to be served, using the water service of BPU at any specified location.

Customer Charge: That portion of a customer's water bill intended to recover the fixed cost of providing water service.

Fire Service: A single water service line providing water to fire protection devices (such as sprinklers or fire hose connections) within a building or premises.

House Piping: A series of pipes for the conveyance of water extending from the water meter to points of consumption within a building.

Irrigation Meter: A water meter installed for the express purpose of metering water used for irrigation. Water measured by irrigation meters is not to enter the sanitary sewer system. Only commercial accounts are allowed to install an irrigation meter.

Premises: A defined area of a property, parcel, or building contained thereon, where water consumption occurs.

Readily Accessible: Capable of being reached safely and quickly for installation, operation, repair, replacement, or inspection without requiring those to whom ready access is requisite to remove obstacles, panels, or similar obstructions.

Rough In Period: The duration of time for new construction after wall framing is up and before sheetrock is installed.

Standpipe: A device designed to provide access to a curb stop.

Tapping Sleeve and Valve (A.K.A. Wet Tap): A device designed to connect a water service to a water main without removing the water main from service.

Water Main: A pipe, or system of pipes and fittings, used to distribute water from the water system to the water service of any customer. Water mains are owned and maintained by BPU.

Water Transmitter: A device located on the inside or outside of a customer's premises which is designed to transmit the reading of a water meter contained within the premises.

Water Service Line: The pipe, fittings, and devices needed to convey water from a water main to the water distribution system of the building, unit, or customer application served (to the water meter).

GENERAL INFORMATION

Scope and Applicability

The requirements of this section shall govern the furnishing of water by BPU from the public water main to premises within BPU's service territory.

Every customer applying for water service or receiving water from the public water main, and/or owner of property for which such application is made, or water is received, shall be deemed by such application or use, to consent to abide by all the rules and regulations established and to all material/construction requirements and modifications described herein.

Temporary Interruption of Service

BPU reserves the right to interrupt the flow of water within the distribution system to any premises at any time to facilitate system improvements, repairs, testing and connections, to ensure adequate fire flows or for any other worthy cause. BPU will attempt to furnish an uninterrupted supply of water to all customers. BPU, or a designated representative, will attempt to notify customers in advance by telephone, letter, or door hanger of any planned (non-emergency) interruption in their water service.

Emergency Interruption of Service

In the event an immediate interruption of water service to a premises is required to protect the public health, safety or welfare, public property, or the property of others, or to protect the water distribution system or any of its parts from destruction or damage, BPU may do so without prior notice and without a hearing as provided by the **Appeal** section below.

Water Supply Shortages

Whenever BPU determines a water supply shortage exists, BPU will take necessary actions to alleviate the situation. Customers will be notified of a declared shortage and of any actions required of them using the news media, social media, or other appropriate methods.

Appeal

An appeal procedure is in place to hear disputes regarding interpretations of these rules. Appeals will be heard by the BPU Commission which has the final authority in disputes.

Revisions of Requirements

All requirements stated or implied herein are subject to change at any time without prior notice. Any such revisions will be available at BPU Service Center. BPU can make changes to the rules and regulations as stated above in **Emergency Interruption of Service**.

RATES, CONNECTION CHARGES, AND CREDIT POLICY

Rate Schedule Classification

Water service is supplied to customers under various rate schedule classifications that are determined by the size of the water service. Copies of BPU's rate schedules are available at BPU's Service Center or on BPU's website at www.bpu.org.

Customer Charge

Each water customer will be billed a monthly service charge, according to the size of their water meter. The monthly service charge is billed even if there is no water consumption.

Payment

BPU will download all meters every month and bill the customer for the water used during the billing period. Payment is due on the date stated on the bill.

Miscellaneous Fees and Charges

Equipment and labor furnished by BPU, and determined to be a customer's responsibility, will be invoiced in accordance with BPU's Schedule of Fees. Material furnished by BPU will be invoiced at inventory cost plus a handling and re-stocking fee.

BPU's Schedule of Fees has been established for commonly provided services such as water main tapping, frozen meter replacement, and hydrant meter rental, and for unauthorized water use. A copy of this schedule is available at the BPU Service Center and on BPU's website at www.bpu.org.

Service Disconnection/Reconnection

A disconnection notice to turn off water service for any reason set forth below will be mailed to the person in whose name the service has been provided at the address maintained for billing purposes. If the address is rental property, a copy will be sent to the landlord.

BPU may disconnect a customer's service, with a notice, for any of the following reasons:

- Nonpayment of billings, deposits or other charges/fees or issuance of non-negotiable check.
- Fraud or misrepresentation by the customer in connection with an application for service.
- Denial of access to a water service line, backflow preventer, or water meter.
- Unauthorized use of water during a declared water shortage.
- Unauthorized use of fire hydrants or fire protection systems.
- Violation of any of these rules relative to the water supply system or connections with it including the installation of backflow preventers where required at meters and/or elsewhere.
- Discharge of raw sewage.
- Violations of Federal Laws, State Statutes and City Ordinances.
- Any other violation of the City Code.

In the event service has been turned off for a valid cause, the customer will be required to pay a reconnection fee before the service is restored.

A 24-hour notice is required for:

- Turn on/turn off water service
- Reattachment of AMI transmitter
- Removal of meter

Customer Deposit

BPU has a Customer Deposit Policy (Policy 2005-9)

- New customers with an acceptable credit history from a previous utility in the last 12 months and existing customers with a good paying history will not be required to pay a deposit.
- Any customer that was a previous BPU customer and left a bad debt or had an unfavorable credit history will be required to pay a deposit.
- The deposit for residential customers is based on a two-month average billing based on the previous 12 months of billing history. A commercial customer's deposit is based on the highest bill in a 12-month billing period.

WATER SERVICE

Responsibility

The residential property owner is responsible for the cost of installing a water service. The residential property owner owns the water service from property line or curb stop and is responsible for its repair, maintenance, or replacement. Repair, replacement, or abandonment of a water service shall be done by a licensed plumber, or a water and sewer contractor licensed by the City of Brainerd.

Commercial and multi-unit building water services shall be property owner's responsibility from the main to their premises.

Installation

Water service installations shall conform to the current version of the Minnesota Plumbing Code Chapter as adopted by the City and the requirements of these rules.

- Water lines 2" and smaller shall be type K copper.
- Water lines larger than 2" shall be ductile iron pipe.

Access

BPU shall have the right to access the served premises at all reasonable times for inspection, maintenance, and operation of any water service component.

Single Family Residences

Each single family residence shall have a properly sized, individual water service line with a readily accessible curb stop located exterior to the building. No part of an individual water service shall cross another lot line or pass under or through another dwelling unit.

Residential Multiple-Unit Buildings

Whenever a building with two or more units is constructed, and the individual units and underlying property are to be under individual ownership, each unit shall have a separate, properly sized service line, with a readily accessible curb stop located exterior to the building. Each unit will have its own meter and must be readily accessible to BPU. No part of the individual water service shall pass under or through another unit or lot.

Multiple residential units having common ownership of the property around the units, may be served by a properly sized service line, curb stop, and meter extending from the water main to a single common metering area within the building, readily accessible to BPU, without entering an individual unit. In such cases, a homeowner's association shall be responsible for maintenance and repair of the common service line.

If one water service and one water meter is installed in a multi-unit, the owner is responsible for paying the utility bill each month.

Commercial, Industrial, and Other Non-Residential Multiple-Unit Buildings

Commercial, industrial, and other non-residential multiple-unit buildings shall have a properly sized, single domestic water service line extending from the water main to a single common metering area within the building readily accessible to BPU without entering an individual unit.

In certain situations, and approved by the BPU, where providing a single common metering area is not practical due to building layout, a separate service shall be brought into each unit.

If a combined domestic water service/fire protection service line is installed, the domestic line must be tapped 10' outside building with separate shut off valves on each line.

Additional Buildings Under Same Ownership

If an additional building under the same ownership is placed or constructed on a parcel of land with an existing building or buildings and requires water service, a common water service will be permitted if BPU determines the existing service has sufficient hydraulic capacity.

The water service extension to the additional building shall:

1. Connect to the existing service outside the existing building and before the existing water meter
2. Not extend through the existing building
3. Be separately metered
4. Have its own shut off so each service can be turned off independently

If, at some time in the future, separate ownership of the buildings occurs, either separate water services or a recorded joint maintenance agreement will be required.

Service Materials and Sizing

New water services shall be a minimum of ¾”.

Water services for large homes, multi-unit residential buildings, unusually long services, low pressure areas or commercial/industrial uses shall be sized in accordance with the current Minnesota Plumbing Code.

- Water lines 2” and smaller shall be type K copper.
- Water lines larger than 2” shall be ductile iron pipe.

Service Failures and Repairs

Repair of only copper, cast iron or ductile iron water service lines is permitted.

Failed services determined to be lead or galvanized iron shall be replaced with acceptable materials. If a lead or galvanized iron water service fails, all lead and galvanized portions of the entire service shall be replaced with an acceptable service material.

In the event a water service leak is not repaired after notification or the owner refuses to make the repairs, and BPU determines damage to public property is imminent or there is danger to traffic on the adjacent street, BPU may repair the service leak and charge the owner for the costs incurred and an additional amount to cover the estimated water loss occasioned by the leak. The loss will be estimated from the date the leak is detected to the date the leak is repaired.

Frozen Water Services

The thawing of a frozen water service is the responsibility of the owner of the premises served.

The owner shall be responsible for obtaining the services of a thawing contractor. BPU personnel will assist the thawing contractor in the location of curb stop valves and in the location of any freeze-up. BPU may require reimbursement of any expenses incurred, as a result of services provided by BPU, at the request of the thawing contractor as per BPU Policy 2019-1, Frozen Water Lines.

Abandoned Water Services

An unused or abandoned water service shall be cut off and disconnected at the water main, and the standpipe removed by a licensed plumber or licensed sewer and water contractor at the expense of the property owner.

In order to guarantee disconnection in accordance with this specification, a deposit may be required at BPU's discretion before BPU will sign a City Demolition Permit. The deposit will be returned when the water service disconnection and standpipe removal have been completed in a manner satisfactory to BPU. In the event the abandoned service is not satisfactorily disconnected, or the service owner requests BPU to assume responsibility for accomplishing the service abandonment, the deposit will be used by BPU to defray the cost of properly abandoning the service.

If a water service is no longer used and there is doubt about the future use of the service, one year may elapse before the service must be disconnected and the standpipe removed. Unless BPU is provided with definite plans for future use, the deposit will remain with BPU until the disconnection or reconnection is completed.

No new connection to a water main will be allowed until arrangements have been made for properly abandoning all unused water services on a site.

Service Replacements Prior to Street Paving

The portion of any water service of lead or galvanized iron extending from the standpipe to the corporation tap, and any inoperative curb stop, shall be replaced during a street construction or reconstruction project. The cost of replacing this portion of the water service and the curb stop will be invoiced directly to the service owner or will be incorporated into the street project cost and assessed by the City to the service owner.

Any single water service connecting to multiple services at the front lot line shall be replaced in such manner as to provide each premises with an individual water service, unless the multiple services are owned by a specific owner association. The cost of replacing this portion of the water service and the curb stops will be invoiced in equal shares directly to the individual water service owners or will be incorporated into the street project cost and assessed by the City to the individual water service owners.

Locations

BPU will mark the approximate location of the water system facilities in accordance with State Statutes.

Customers, contractors, and others shall call the Gopher State One-Call System for requesting location services (1-800-252-1166). BPU will provide locations within 48 hours from the time of notification by Gopher State One-Call, excluding weekends and holidays, except in emergency situations.

SPECIAL SERVICES

Multiple-Unit Installations

Whenever a multiple-unit residential, commercial, or industrial building is to be constructed and served by the water system, the owner shall submit to BPU for approval a set of drawings showing the proposed water services(s) and a plumbing schematic for the building and a tabulation of the plumbing fixture units to be installed.

Meter Ownership

All water meters and metering related equipment used for water and sewer billing will be owned and maintained by BPU. The customer is responsible for the cost of the water meter and must be purchased through BPU.

Meter Access

BPU shall have the right to access the served premises at all reasonable times to install, read, inspect, maintain, or remove any water meter or metering related equipment. If a customer denies BPU reasonable access to a water meter or metering related equipment, water service may be turned off until access is gained.

If a customer does not furnish a protected, suitable location for a meter, BPU may refuse connection of the premises to the water system.

Meter Installation

Location and Number

1. In a single-family residence and residential multiple-unit buildings where the individual units and underlying property are to be under individual ownership, the meter shall be installed in the residence/unit being served.
2. In all other buildings not listed, water meter(s) shall be located in a single common area readily accessible to BPU without entering an individual unit.

Installation Requirements

1. Only the following may be connected to a water service ahead of the meter:
 - (a) A private fire protection system
 - (b) A metered commercial irrigation service
2. Water meter(s) shall be installed at the point of entry of the water service into the building. All water meter installations shall have a flow ball valve style stop on each side of, and adjacent to, the water meter.
3. For 1" and smaller meter installations, the water service line shall be brought vertically through the floor of the premises and shall have a readily accessible meter stop valve installed immediately before, and on the street side of, the meter between 12" and 48" above the finished floor. The pipe and meter shall be rigidly supported to prevent vibration when the meter operates.
4. A meter bypass (the same size as the meter) shall be installed for all meters 1½" in size or larger and must be approved by BPU. Meter bypass valves shall be lockable type.
5. The water meter shall be readily accessible, and not obstructed in any way to permit BPU to easily read and maintain the meter and operate the meter stop valves. Meter stop valves shall be maintained in operable condition.

6. In newly constructed buildings, the water meter(s) shall be installed immediately after the water service is flushed.
7. In all new construction, BPU must run a transmitter wire from the meter to the exterior of the building during the **Rough-In Period**.

Maintenance, Repairs, and Replacements

BPU maintains all water meters used to determine BPU water and sewer billings. Any repair expense caused by actions, neglect or carelessness of the owner or occupant of a premise will be billed to either the customer or the owner of the premises.

Meter Testing

BPU will test a meter at the request of a customer. If the meter is determined to accurately measure or under-register, BPU may charge the customer for the meter test.

Customers who request additional testing of a water meter within a twelve-month period will be charged for the meter test in accordance with the BPU's Schedule of Fees. This schedule is available at the BPU Service Center and at www.bpu.org.

Frozen Meters

Customers shall be responsible for protecting water meters from freezing. If a meter freezes, the customer may be required to relocate the meter to a location approved by BPU. If a meter is damaged by freezing and is replaced, the customer or the owner of the property will pay for a new water meter to be installed.

FIRE HYDRANTS

Materials, Locations, and Relocations

Public and private fire hydrant materials and locations shall be as specified in the City of Brainerd's "Standards for Street and Utility Construction". Location of the fire hydrants must be approved by the Brainerd Fire Department and BPU.

Fire hydrants may be relocated at the owner's expense and only if approved by BPU. Payment shall be made in advance if BPU relocates the hydrant. The new hydrant location shall be on the property frontage of the owner requesting the relocation. Hydrant relocations shall be in accordance with the City of Brainerd's "Standards for Street and Utility Construction."

Private Use

A temporary hydrant use agreement will be issued when, in the opinion of BPU, the private use of a fire hydrant will not unduly jeopardize the rights of the public and when water cannot be conveniently provided from another source

An agreement will be issued for each hydrant meter. The agreement shall be carried by the individual using the hydrant and shall be available for inspection by the City Building and Safety Department, the Brainerd Fire Department, and BPU.

A deposit is required by BPU to guarantee payment for water used and to cover any breakage or damage to the fire hydrant, flush valve, or meter. Upon return of the meter, the deposit will be refunded less any resulting charges.

Charges for Hydrant Meter Rental

A hydrant meter rental fee will be charged for each meter issued. Expenses resulting from actions, neglect or carelessness will also be charged to the permit holder.

In addition to the meter rental fee, a charge will also be made for all water used in accordance with BPU's Schedule of Fees which is available at the BPU Service Center and www.bpu.org.

Unauthorized Fire Hydrant Use

An identified unauthorized user of water from a City fire hydrant will be charged the tampering fee in accordance with BPU's Schedule of Fees. A copy of this schedule may be obtained at the BPU Service Center and www.bpu.org.

PRIVATE FIRE PROTECTION SYSTEMS

Connection to Water Mains

Connection of any private exterior or building interior fire protection or extinguishing system to a water main requires BPU 's approval.

Complete plans and specifications for private fire protection systems to be connected to a water main shall be submitted to the City Building and Safety Department, Brainerd Fire Department and BPU for review and approval. All such systems shall conform to the latest Minnesota and City plumbing and fire protection codes.

Modifications

Complete plans and specifications for any modifications or additions to an existing private fire protection or fire extinguishing system connected to a water main shall be submitted to the City Building and Safety Department, the Brainerd Fire Department, and BPU for review and approval. No modification or addition to or alteration of the systems shall be made without written permission from the City. Any such changes shall conform to the latest State and City plumbing and fire protection codes.

Release and Indemnification

The City will not be responsible for any damages or costs incurred due to the connection to or utilization of water mains for private fire protection or extinguishing system(s).

Metering of Fire Service

The owner of a premises protected by a private fire protection system connected to a public water main shall, if directed to do so by BPU, purchase and install a meter to the fire service.

Unauthorized Fire Service Use

If water from a fire service is being wasted or used for purposes other than fire protection, the owner or occupant will be notified, and a charge may be made for the estimated amount of water so used. If such improper conditions are not corrected within ten (10) days, the water service may be turned off until proper corrections are made.

IRRIGATION SYSTEMS

Metering and Backflow Prevention

Service and Meter

Commercial customers shall take water before the main water meter and separately meter irrigation water usage. The meter installation shall comply with **Special Services on page 10**.

Backflow Prevention

A reduced pressure backflow preventer or vacuum breaker shall be installed on all new and existing irrigation systems as required by the Minnesota Plumbing Code.

Yard Hydrant Installations

Yard hydrants shall be metered and provided with an appropriate backflow preventer. A yard hydrant installation shall have a means of removing water subject to freezing from the service line. Installation of freeze-proof hydrants with bottom drains is not permitted. Yard hydrants are expected to be seasonal in use, and the meter and backflow preventer shall be removed and the curb stop shut off at the end of each watering season,

CROSS-CONNECTIONS

Rules/Codes

The most recent edition of the Cross-Connection Control Manual published by the Foundation for Cross-Connection Control and Hydraulics Research, and the Section of the Minnesota Plumbing Code Chapter dealing with "Protection of Potable Water Supply" are adopted for these rules. The Minnesota Plumbing Code shall take precedence where any conflict occurs.

Backflow/Cross-Connection Prevention

No private well shall be connected to any BPU customer's piping. Wells located within buildings connected to the water system must be sealed and abandoned prior to connection to the water system.

Any industrial water customer also served by a private well shall install a reduced pressure backflow preventer at the owner's cost immediately downstream from the BPU water meter and shall provide written proof to BPU of the installation and annual inspection of the backflow preventer by a City licensed plumber possessing a Minnesota backflow preventer maintenance certificate.

Any customer whose operations are determined by BPU to constitute a potential for the occurrence of a cross-connection or backflow, shall install and maintain an appropriate backflow preventer and shall provide written proof to BPU of the installation and annual inspection of the backflow preventer by a City licensed plumber possessing a Minnesota backflow preventer maintenance certificate.

When private use of a fire hydrant is authorized by BPU, the Hydrant Use Permit holder shall install a suitable backflow preventer to protect the municipal water distribution system.

Access

BPU, or its agents, and the Building and Safety Department shall have the right to access the served premises at all reasonable times for inspection of backflow preventer devices.

DIAGRAM OF A RESIDENTIAL WATER SERVICE



BRAINERD PUBLIC UTILITIES
RESIDENTIAL WATER SERVICE 3/4" OR 1" DIAGRAM

* DRAWING NOT TO SCALE

- ① WATERMAIN - BPU OWNED
- ② CURB STOP - BPU OWNED
- ③ STANDPIPE - BPU OWNED
- ④ SERVICE LINE - CUSTOMER OWNED
- ⑤ BALL VALVE - CUSTOMER OWNED
- ⑥ METER - BPU OWNED
- ⑦ METER TAIL - BPU OWNED
- ⑧ FULL FLOW GATE VALVE - CUSTOMER OWNED

