



BRAINERD PUBLIC UTILITIES WATER SERVICE REQUEST APPLICATION RESIDENTIAL / COMMERCIAL

FILL OUT COMPLETELY- INCOMPLETE APPLICATIONS MAY DELAY REQUESTED SERVICE

Service Address _____

Customer Contact _____ Phone _____ Email _____

Plumber _____ Phone _____ Email _____

Water Meter must be installed by a licensed plumber

Plumber Signature _____ Plumbers License # _____

I agree I am a licensed Plumber

- BPU NEEDS TO BE NOTIFIED BEFORE SHEET ROCK IS PUT UP SO BPU CAN RUN TRANSMITTER WIRE**
- Policy 2008-13** BPU has the right to access a customer's residence or business at reasonable time, whether it is for a reading, inspection, repairing and/or replacing a water meter, or for some other purpose reasonably necessary for the proper administration for the water service. A notice will be sent to the customer stating the reason for the access to the water meter. If the customer does not respond back by the due date on the notice, to make arrangements with BPU to correct the problem, BPU has the right to turn the water service off until access is gained. If the water service is turned off, the customer will have to pay a \$50 water turn on fee before the service is reinstated.

Single Family New Existing

Duplex- Yes No
Meter in each unit?

Multi-Unit # of Bldgs _____ # of Units _____
Meter in each unit? Yes No

Commercial New Existing

Irrigation Yes
(commercial only)

Fire Line Yes-line No
size _____

Service Entrance Diameter of Pipe: _____

Service Entrance Pipe Material: _____

Water meter installation date: _____

Date must be scheduled before water meter can be handed out.

All COMMERCIAL water meters 1½" and larger shall be plumbed with a FULL BY-PASS LINE USING PADDLE LOCKABLE BALL VALVES.

	METER SIZE						
	¾"	1"	1½"	2"	3"	4"	6"
Domestic							
Irrigation							

- BPU's Water Service Requirements are available at www.bpu.org or the service department.
- For the most current information and updates, please visit www.bpu.org.
- The undersigned acknowledges that the above information is correct and that all work is done in compliance with **BPU's Water Service Requirements**. Any exceptions must be approved by BPU's Operations Manager.

Signature _____

Step 1 – Water Application

- Complete **Form 2RC (Residential & Commercial)**
 - Provides service details and billing information.
 - After review, BPU will send Form 2Q (Quote Agreement) for signature.
 - If costs are listed, **prepayment may be required** before scheduling.
 - A BPU representative may request a site visit to determine the best options for your water service

Step 2 – Submit Paperwork

- Email **signed copy of Form 2Q** (Quote Agreement to: repair@bpu.org) **You can call in the payment (if required) or mail a check.**
⚠ Incomplete or missing forms will delay approval and project scheduling.

Step 3 – Schedule Work

- Allow **at least 2 weeks' notice** after all paperwork is received.

Date _____

FOR OFFICE USE

Approved by	
Acct Number	

Form: 2RC