



**Business Application**  
**CITY OF PITTSBURG WATER**  
**DEPARTMENT**  
 200 Rusk Street  
 Pittsburg, Tx 75686  
 903-856-3621

**ATTENTION NEW CUSTOMERS:**  
ALL COMMERCIAL BUILDINGS MUST PASS INSPECTION  
 BEFORE WATER SERVICE CAN BE CONNECTED

Date: \_\_\_\_\_

FOR OFFICE USE ONLY	
Date _____	Deposit # _____
Amount \$ _____	
Customer # _____	
Legal Description _____	

**W**  
**a**  
**t**  
**e**  
**r**  
  
**D**  
**e**  
**p**  
**t**  
**.**

Name of Business: \_\_\_\_\_

Service Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Name: \_\_\_\_\_  
first mi last

Business phone number: \_\_\_\_\_ Personal phone number: \_\_\_\_\_

Do you own the property? Yes \_\_\_\_\_ No \_\_\_\_\_ (If No - Owner's Name) \_\_\_\_\_

Are you Tax Exempt? Yes \_\_\_\_\_ No \_\_\_\_\_ Tax # \_\_\_\_\_

Drivers Lic.# \_\_\_\_\_ Is above information to be kept confidential? Y \_\_\_\_\_ N \_\_\_\_\_

Email address \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone# \_\_\_\_\_

The City of Pittsburg offers Automatic Bank Draft Service. If you are interested, please check box.

Signature \_\_\_\_\_

## Retail Service Agreement

- I. **PURPOSE.** The City of Pittsburg is responsible for protecting the drinking water supply from contamination or pollution which could result from improper system construction or configuration on the retail connection owner's side of the meter. The purpose of this service agreement is to notify each customer of the restrictions which are in place to provide this protection. The public water system enforces these restrictions to ensure the public health and welfare. Each retail customer must sign this agreement before The City of Pittsburg will begin service. In addition, when services to an existing retail connection has been suspended or terminated, The City of Pittsburg will not re-establish services unless it has a signed copy of this agreement.
- II. **RESTRICTIONS.** The following unacceptable practices are prohibited by State regulations.
  - A. No direct connection between the public drinking water supply and a potential source of contamination is permitted. Potential sources of contamination shall be isolated from the public water system by an air-gap or an appropriate backflow prevention device.
  - B. No cross-connection between the public drinking water supply and a private water system is permitted. These potential threats to the public drinking water supply shall be eliminated at the service connection by the installation of an air-gap or a reduced pressure-zone backflow prevention device.
  - C. No connection which allows water to be returned to the public drinking water supply is permitted.
  - D. No pipe or pipe fitting which contains more than 8.0% lead may be used for the installation or repair of plumbing at any connection which provides water for human use.
  - E. No solder or flux which contains more than 0.2 percent lead can be used for the installation or repair of plumbing at any connection which provides water for human use.
- III. **SERVICE AGREEMENT.** The following are the terms of the service agreement between THE CITY OF PITTSBURG and \_\_\_\_\_ (the Customer).
  - A. The City of Pittsburg will maintain a copy of this agreement as long as the Customer and/ or the premises is connected to the Water System.
  - B. The Customer shall allow his property to be inspected for possible cross-connections and other potential contamination hazards. These inspections shall be conducted by the City of Pittsburg or its designated agent prior to initiating new water service; when there is reason to believe that cross-connections or other

# NOTICE

## Request for Confidentiality of Information Maintained by the City of Pittsburg Utilities Department

Information in your City of Pittsburg Utilities Department customer account record is generally considered public information under Texas Government Code, Chapter 552 (Public Information Act). However, the Texas Utilities Code, Chapter 182 (Rights of Utilities Customers), provides that a government-operated utility may not disclose personal information, or any information relating to the volume or units of utility usage or the amounts billed to or collected from a customer for utility usage, if the customer requests that the government-operated utility keep the information confidential.\*

This form enables you to request confidentiality of certain information under Texas Utilities Code, Chapter 182. If you wish to request confidentiality of your information, please check the boxes below and return this form with your payment.

Customer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Account Number: \_\_\_\_\_

- I request that personal information (address, telephone number, and social security number) in my account record maintained by the City of Pittsburg Utilities Department be kept confidential under Texas Utilities Code, Chapter 182.
- I request that any information relating to the volume or units of utility usage or the amounts billed to or collected from me for utility usage maintained by the City of Pittsburg Utilities Department be kept confidential under Texas Utilities Code, Chapter 182.

You may rescind your request for confidentiality by providing the City of Pittsburg Utilities Department written permission to disclose your personal information. A government-operated utility or an officer or employee of a government-operated utility is immune from civil liability for a violation of Texas Utilities Code, Subchapter B.

\*A government-operated utility may disclose information related to the customer's volume or units of utility usage or amounts billed to or collected from the customer for utility usage if the primary source of water for such utility is a sole-source designated aquifer. A request for confidentiality under Chapter 182 does not prohibit a government-operated utility from disclosing personal information in a customer's account record to: (1) an official or employee of the state, a political subdivision of the state, or the United States acting in an official capacity; (2) an employee of a utility acting in connection with the employee's duties; (3) a consumer reporting agency; (4) a contractor or subcontractor approved by and providing services to the utility, the state, a political subdivision of the state, or the United States; (5) a person for whom the customer has contractually waived confidentiality for personal information; or (6) another entity that provides water, wastewater, sewer, gas, garbage, electricity, or drainage service for compensation.



# CERTIFICATE OF OCCUPANCY APPLICATION

City of Pittsburg  
 200 Rusk Street  
 Pittsburg, TX 75686  
 Phone: 903-856-3621 Fax: 903-856-0544

Application Date: \_\_\_\_\_

Permit # \_\_\_\_\_

### BUSINESS INFORMATION

Business Name		Business Phone No.	Cell Phone No.
Address	Street	City	State Zip Code

### BUSINESS OWNER INFORMATION

Business Owner Name		Cell Phone No.	E-Mail Address
Address	Street	City	State Zip Code

### BUILDING OWNER INFORMATION

Building Owner		Cell Phone No.	E-Mail Address
Address	Street	City	State Zip Code

### BUILDING INFORMATION

Anticipated length of renovation:	Anticipated Opening Date:		
Proposed use of the building and space ( please be specific)			
Total occupied area( Sq. Ft)	Total provided parking space		
Turn on Gas <input type="checkbox"/> Yes <input type="checkbox"/> No	Electric <input type="checkbox"/> Yes <input type="checkbox"/> No	Fire Alarm <input type="checkbox"/> Yes <input type="checkbox"/> No	Fire Sprinklers <input type="checkbox"/> Yes <input type="checkbox"/> No
RPZ Installation <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> A copy of the Tax Certificate	Sales Tax # _____	

### CHECK THE FOLLOWING THAT IS APPLICABLE TO YOUR USE

<input type="checkbox"/> RESTAURANT	<input type="checkbox"/> GAS STATION	<input type="checkbox"/> GROCERY	<input type="checkbox"/> RETAIL	<input type="checkbox"/> INDUSTRIAL	<input type="checkbox"/> OFFICE SPACE
<input type="checkbox"/> DAY CARE	<input type="checkbox"/> NON-PROFIT	<input type="checkbox"/> SOCIAL CLUB	<input type="checkbox"/> MEDICAL	<input type="checkbox"/> WRECKER	<input type="checkbox"/> MECHANIC
<input type="checkbox"/> SOCIAL SERVICES	<input type="checkbox"/> BEAUTY SALON/ BARBER	<input type="checkbox"/> HOTEL	<input type="checkbox"/> BED & BREAKFAST	<input type="checkbox"/> CHURCH	<input type="checkbox"/> OTHER

### CHECK ANY OF THE FOLLOWING THAT ARE APPLICABLE TO YOUR BUSINESS

<input type="checkbox"/> FOOD PRODUCTS	<input type="checkbox"/> FIREWORKS	<input type="checkbox"/> OUTDOOR VENUE	<input type="checkbox"/> HEALTH HAZARDS	<input type="checkbox"/> LOUD NOISES	<input type="checkbox"/> SPRAY PAINTING
<input type="checkbox"/> COMPRESSED GASSES	<input type="checkbox"/> WELDING OR OPEN FLAME	<input type="checkbox"/> OUTDOOR VEHICLE STORAGE	<input type="checkbox"/> DUST PRODUCING EQUIPMENT	<input type="checkbox"/> EXPLOSIVES/ AMMUNITION	<input type="checkbox"/> SEMI-CONDUCTOR
<input type="checkbox"/> RECLAIMING WASTE MATERIALS	<input type="checkbox"/> POISONOUS OR HAZARDOUS CHEMICALS	<input type="checkbox"/> FLAMMABLE OR COMUSTIBLE LIQUIDS(10 GAL+)	<input type="checkbox"/> ODOR PRODUCING	<input type="checkbox"/> STORAGE OVER 12FT. HIGH BUILDING TOTAL SQ. FT. _____	<input type="checkbox"/> OTHER



## CERTIFICATE OF OCCUPANCY APPLICATION

City of Pittsburg

200 Rusk Street

Pittsburg, TX 75686

Phone: 903-856-3621 Fax: 903-856-0544

- If approved the Certificate of Occupancy must be displayed on a wall at the entrance or near a register and visible at all times.
- A Certificate of Occupancy must be issued by the City prior to water service being turned on.

No commercial business shall open or no commercial building erected or structurally altered shall be occupied, used or changed in use until a certificate of occupancy and compliance shall have been issued by the Chief Building Inspector.

All building inspections, fire inspections, zoning regulations, health law and city ordinances shall be passed and approved prior to the issuances of a Certificate of Occupancy by the City of Pittsburg.

Request for Final Building & Fire Inspections of a commercial building or structure shall be scheduled by the applicant at least seven business days prior to the expected date of opening of occupancy.

**Building Inspector and Fire Inspector will conduct final inspections on Tuesday and Thursdays only.**

**Incomplete applications will not be processed.**

**Please email [acruz@pittsburgtx.net](mailto:acruz@pittsburgtx.net)  
if you need assistance pertaining the permit requirements  
A Certificate of Occupancy will be issued once all completed  
requirements have been checked and approved by the Building Official**