



**City of Converse**  
**Public Works Departments**  
**Utilities & Stormwater – 9239 Converse Business Ln**  
**210-658-3453, fax: 210-658-8195**  
**Streets – 8711 Business Circle**  
**210-659-9513, fax: 210-566-9157**  
**Converse Texas 78109**  
[www.conversetx.net](http://www.conversetx.net)

Received Date \_\_\_\_\_

Job Address \_\_\_\_\_

Owner \_\_\_\_\_ Phone Number \_\_\_\_\_

Address of Owner \_\_\_\_\_ (If different from Job Address)

Contractor \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_ Business Address \_\_\_\_\_

TX or City Issued License Number \_\_\_\_\_ Type \_\_\_\_\_

Supply 5 sets of plans and 1 electronic copy to Utilities Department and/or Streets Department for review. Provide the application number received after registering with the One-Call Board of Texas (call 811 before you dig.)

WATER SERVICE TAP AND METER SIZE REQUESTED

LAID IN PLACE:

5/8"-() 3/4"-() 1"-() 1-1/2" () 2"-() OVER 2" BASED ON MARKET VALUE Size requested ( \_\_\_\_\_ )

WHERE NO TAP EXISTS:

5/8"-() 3/4"-() 1"-() 1-1/2" () 2"-() OVER 2" BASED ON MARKET VALUE Size requested ( \_\_\_\_\_ )

Fire Tap:

6" -() 8"-() OVER 8" -()

WASTE WATER TAP REQUESTED

SEWER TAP

3"-() 4"-() 6"-() 8"-()

*Do not write below this line. Office use only*

**CONVERSE MUNICIPAL ORDINANCE Sewer - 313 & Water – 339: Codification Section 46 (See City Webpage for adopted language)**

Impact fee based on water service size \$ \_\_\_\_\_

Water meter fee based on requested size \$ \_\_\_\_\_

Water Tap Fee \$ \_\_\_\_\_

Sewer Tap Fee \$ \_\_\_\_\_

Sewer Inspection Fee (Municode Section 46-22 Building Sewers and connections Part C) \$ 50.00  
 (See page 4)

Private Sewage Disposal System (Section 46.21, Part C - see page 3) \$ N/A  
 (Submit plans per On-Site Sewage Facilities requirements per Texas Commission on Environmental Quality)

Utility Reviewer Initials \_\_\_\_\_

Date \_\_\_\_\_

Does the fire, sewer or water tap enter into a Texas Department of Transportation (TxDOT) Right of Way?  Yes  No

If Yes, a TxDOT permit is required. If all required information is not provided at submittal, additional fees may apply.

Base Permit Fee (\$ \_\_\_\_\_) \$ \_\_\_\_\_

Re-Submittal Fee (\$ \_\_\_\_\_) \$ \_\_\_\_\_

**CONVERSE MUNICIPAL ORDINANCE SECTION 38 – STREETS, SIDEWALKS AND OTHER PUBLIC PLACES AND SECTION 40 - SUBDIVISIONS**

Does the tap or proposed improvement enter into the City of Converse Right of Way?  Yes  No

If yes, obtain a Road Way Cut Permit from Streets Department.

(Registration and Bond as a Contractor is required)

Road Way Cut Permit \$ \_\_\_\_\_

It is the Contractors Responsibility to notify the City of Converse of the Date and Time of the road closure for construction AND after City approval, of the road being re-opened. All barriers and warning signs shall be erected per TxDOT requirements both on State and City Right of Ways. Failure may result in fines as defined in the City Code of Ordinances. There shall be road covers (Minimum 1/2" steel plate) installed at all times when workers are not present over any open trenches. Use TxDOT trench road cover standards for trench width.

All street repairs shall be to City of Converse Street or Roadway specifications. Sidewalks and curbs shall match existing designs or Subdivision Standards as defined in the City Code of Ordinances.

Streets Department Reviewer initials \_\_\_\_\_ Date \_\_\_\_\_

Are city personnel required for other than normal work hours at City Staff Discretion?  Yes  No

UTILITIES ESTIMATED FEE \$ \_\_\_\_\_

STREET ESTIMATED FEE \$ \_\_\_\_\_

Grand Total \$ \_\_\_\_\_

For additional information please contact

Lupe Perez, Director of Utilities at  
Phone – 210-658-3453, fax – 210-658-8195  
Email – [water-manager@satx.rr.com](mailto:water-manager@satx.rr.com) or [utilities.director@conversetx.net](mailto:utilities.director@conversetx.net)

Larry Moxley, Stormwater Inspector  
Phone – 210-658-3453, fax – 210-658-8195  
Email – [stormwater@conversetx.net](mailto:stormwater@conversetx.net)

Karl Hoppes, Director of Streets  
Phone – 210-659-9513, fax – 210-566-9157  
Email – [street-director@satx.rr.com](mailto:street-director@satx.rr.com)

CONVERSE MUNICIPAL ORDINANCE CHAPTER 8, ARTICLE III, BUILDING CODE, SECTION 8-103 SCHEDULE OF PERMIT FEES (k) NON-COMPLIANCE FEE- WHERE WORK FOR WHICH A PERMIT IS REQUIRED IS STARTED OR PROCEEDED PRIOR TO OBTAINING SAID PERMIT, A FEE OF \$200.00 PLUS THE FEES HEREIN SPECIFIED SHALL BE DOUBLED... A FEE OF \$150.00 SHALL BE ASSESSED FOR PROCEEDING WITH ANY WORK WITHOUT HAVING AN APPROVED INSPECTION AT THE REQUIRED STAGE OF CONSTRUCTION.