



DEPARTMENT OF WATER

CITY OF SYRACUSE, MAYOR BEN WALSH

SYRACUSE WATER DEPARTMENT APPLICATION AID

Commissioner
Joseph B. Awald, PE

Water Services

Domestic – SWD, C, LP, OC
Fire – SWD, C, OC, LFDC, CF
Lead Replacement Program
– SWD, F
Backflow Preventers
– SWD, OCHD

Departments or Parties Involved

OC Onondaga Plumbing Control
SWD Syracuse Water Department
C Codes
CF Codes Fire
LP Licensed Plumber
LFCD Licensed Fire Design Contractor
F Treasury Department
A Department of Assessment
NG National Grid
S Sewers
OCHD Onondaga County Health Department

Application Process

As of July 1st, 2011, Backflow preventers require review and approval by the Syracuse Water Department (SWD) who will then forward it to the Onondaga County Health Department (OCHD).

Cross Connection Control Plan Submittal

Required documents need to be filled out and submitted to Syracuse Water Department (SWD). (Note: You may want to submit documentation by email for review and then once SWD has approved documents submit final hard copy as required by CCCPS. SWD will submit a hardcopy to OCHD.

(CROSS CONNECTION CONTROL PLAN needs approval before SWD will accept water service applications and payment.)

Contact at Syracuse Water Department (SWD): Kim Kelchner | (315)448-8347 |

kkelchner@syr.gov

Department of Water
101 N. Beech Street
Syracuse, N.Y. 13210

Office 315 448-8340
Fax 315 473-2608
Emergency 24 Hours
315 448-8360

www.syr.gov/water



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New Construction Requires the Following:

Approved Building Plans

C, Codes | Nick Altieri | (315)448-8601

Building Permit Number

C, Codes

Site Plan Specifically Showing

SWD, Water | S, Sewers | NG, National Grid

- all utilities for project (electric, gas, water, sewer)
- labeled utilities and their separation dimensions

Property Tax ID Number

Owner Tax Bill | A, Assessment

Resub divisions and New Tax ID Number
(when a property is resub divided there must be a new Tax ID Number assigned).

Owner

Owner Information (Name, Address, Phone).

Owner Billing Information (Name, Address, Phone).

Pay Appropriate Fees. There are set Fees for services, see water fee sheet

SWD, Water | Kim Kelchner | (315)448-8347

Domestic Water Service

- Plumbing Permit Number (pulled by LP from OC)
- Licensed Plumber - required to get permit and perform work in City of Syracuse
- Service Sizing

OC | (315)435-6614 | LP, Licensed Plumber

Fire Service

- Fire Permit Number (pulled by LFDC from CF)
- Licensed Fire Design Contractor required to submit sprinkler design and water demands to Codes (CF) for review and approval for permit number before SWD can do fire service application.

Deputy Chief Elton Davis | (315)448-4777

Fire Service Sizing

Deputy Chief Elton Davis | (315)448-4777

NOTE: Do not forget cross connection control plan submittal (backflow preventer)



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Note: Services may take 4 to 6 weeks to be installed, after permit is completed, plan accordingly.

SWD | Sup: Joseph DiFlorio | (315)448-8352

SWD | Assist Sup: David Newmiller | (315)448-8352

Remodeling, Change of Use or Occupancy or Service Replacement Only

NOTE: For a New Water or Fire Service for Remodeling or Change of Occupancy the requirements are the same as new construction plus the following.

Fixture Count and Water Demand: LP, Licensed Plumber, per OCPC book needs to calculate the fixture count and related water demand for the building. Fixtures are sinks, toilets hose bibs, etc. per OCPC book.

Service Replacement Only

Site Plan Specifically Showing

- all utilities for project (electric, gas, water, sewer)
- labeled utilities and their separation dimensions

SWD, Water | S, Sewers | NG, National Grid

Property Tax ID Number

- Resub divisions and New Tax ID Number (when a property is resub divided there must be a new Tax ID Number assigned).

Owner Tax Bill | A, Assessment

Owner

Plumbing Permit Number (pulled by LP from OC)

OC (315)435-6614 | LP, Licensed Plumber

Owner Information (Name, Address, Phone).

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Lead Water Service Replacement Program

- Note: The Water Service into a home or business is broken up into three parts.
- 1st Part Water Main to Curb Box (shut off near road), is owned by the City.
(public portion)
 - 2nd Part Curb Box to Water Meter in basement, is owned by the Homeowner (private portion)
 - 3rd Part Water Meter, owned by the City.
- NOTE: Homeowner is responsible for the valves and other pipe fittings on either side of the meter.

Public Portion of Lead Service

Currently the Syracuse Water Department will replace the public portion of your service if you have proof that the private portion of a service has already been replaced. Proof: Basement inspection by SWD, LP Inspection, Receipt from work.

Requirements: Same as above for SERVICE REPLACEMENT ONLY.

Private Portion of Lead Service

Homeowners have several choices

- 1 Pay a Licensed Plumber to Replace the Lead Service to current codes.
–Inspection by (SWD, Water) before back fill. LP | SWD
- 2 Go through the Lead Replacement Program, which allows you to put it on your taxes (application available) SWD, Water | Kim Kelchner | (315)448-8347

Water Testing for Lead in Drinking Water

Note: SWD does not currently offer Lead Testing, so refer homeowners to the following Lab.

Life Science Laboratories Inc.
5854 Butternut Dr, East Syracuse, NY 13057
(315) 445-1105