

**Town of New Castle – Public Works Department**  
**Application for Water and/or Sewer Service**  
(Submit to the Superintendent of Public Works)

**Applicant Name:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**Physical Address:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_

The undersigned hereby requests a permit to install \_\_\_ water and/or \_\_\_ sewer service (check all that apply) at the following property location: \_\_\_\_\_

**For sewer line installations:** Indicate the number of fixtures that will be connected to the building sewer:  
Kitchen sinks \_\_\_ Bathroom sinks \_\_\_ Laundry sinks \_\_\_ Bar sinks \_\_\_ Washing machines \_\_\_ Bathtubs \_\_\_  
Showers \_\_\_ Toilets/urinals \_\_\_ Bidets \_\_\_ Garbage disposal \_\_\_ Other (specify): \_\_\_\_\_

**Contracted Licensed Plumber (if selected/known)**

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone number:** \_\_\_\_\_

**Notice to Applicant:**

1. Attach plans and specifications as “Exhibit A” to this application. Loading calculations must be performed by a licensed engineer at your expense.
2. There are \$100 application and \$150 connection fees for **each** service due at the time of application, for a total of \$250 **each**. The service connection fee does **NOT** include the cost of any meters, associated ancillary parts, or supplementary DPW labor charges which will be billed separately to you. In short, you are responsible for any and all costs relating to the installation of services. Contact DPW 603-766-3613 for pricing. Note that quarterly water bills will include a size-dependent meter replacement fee to replace your meter 10 years hence.
3. Trenching must be approved by the Road Agent. Your contractor needs to contact DIG SAFE (811) in advance. Consult with the police department to review any possible roadway incursions. All connections to Town utilities and trench backfilling must be overseen by DPW staff. Any trench which is backfilled without staff supervision will have to be re-excavated.
4. Your plumber may have to apply separately for a plumbing permit. Contact the building/plumbing inspector, 603-436-6710, x5 or [BuildingInspector@newcastlenh.org](mailto:BuildingInspector@newcastlenh.org) to confirm. Visit the Town website (search: “building inspector”) for details.
5. Your plumber is to notify the Superintendent of Public Works and the Plumbing Inspector when work is ready for inspection.

Signature (property owner): \_\_\_\_\_ Date \_\_\_\_\_  
Approved (Supr. PW): \_\_\_\_\_ Date \_\_\_\_\_  
Fee paid: \_\_\_\_\_

-----For Office Use-----  
Meter Info: Mfr. \_\_\_\_\_ Model: \_\_\_\_\_ S/N: \_\_\_\_\_ Size \_\_\_\_\_  
Meter Reading: \_\_\_\_\_