



DOMESTIC WATER SERVICE APPLICATION

Instructions and Procedures

Rev. 7-1-2026

Service Request

1. A complete application must be submitted through the City of Portsmouth online permitting portal – OpenGov at:
<https://www.portsmouthnh.gov/publicworks/dpw-forms-permits>
2. If application and materials are deemed incomplete, the applicant will be notified and the application will be placed on hold. If materials are deemed complete, the applicant will be directed to contact Doug Sparks, Water/Sewer General Foreman at (603) 427-1530 to discuss the project and schedule a meeting.
3. Payment of the Water Service Application Fee, Water Capacity Surcharge, and other fees associated with the construction must be paid prior to the approval of the Water Service.
4. Once the applicant has met with the Water/Sewer General Foreman and paid all fees in full, the application can be finalized, and the applicant can commence work and schedule an inspection. The area of work must be exposed and uncovered for City staff to inspect.
5. The Public Works Department reserves the right to refuse applications which do not meet these minimum requirements. The Public Works Department may also require additional information to illustrate the scope of the project.
6. Capacity Surcharge Fees do not apply to fire service or irrigation meters.
7. Once the required fees have been **paid in full** and the application has been approved, the water main tapping can be scheduled by the contractor. The tapping must be coordinated with the Water/Sewer General Foreman at least one week in advance of the work and the tap and service line installation must be tested and inspected by the City prior to backfilling.

Service Line Construction Specifications

Excavation Requirements

- Water service excavations can only be conducted by a contractor with active City of Portsmouth [Excavation Contractor License](#). Excavation Contractor Licenses must be renewed annually to remain active.
- When relocating a service, the original service shall be properly abandoned by the contractor/owner.
- For backfill, there must be 6 inches of sand bedding to 1 foot over the pipe.
- Covering used must be clean sand and gravel (3/4-inch or less) with top of at least 6-inch loam and seed or city road bedding specifications, where applicable. Fill must be compacted in 1-foot lifts.

Service Installation and Inspection

- Water Services can only be tapped by a contractor that is pre-approved by the DPW specifically for tapping water mains. Installation must follow guidance provided in consultation with the DPW.
- Service pipe of 4 inches and greater will consist of Ductile Iron Pipe, service pipe of 2 inches and less will consist of Copper, or when approved Plastic Pipe. When approved for a Plastic Pipe Service, a trace wire and marking tape must be installed.
- Contact: Water Foreman, 680 Peverly Hill Rd. (DPW) 603-427-1530
- For the inspection, the pipe, bedding, connections, and tracer wire must be visible.
- Water Service diameter up to **2"** and over **100** feet will be required to perform bacteria and pressure test. In addition, any service pipe over **2"** will required bacteria and pressure test.
- Taps shall be made at 45-degrees above horizontal and rise above the top of pipe elevation prior to dipping to a finished depth of at least 5.5-feet below final grade.
- If inspection is not completed or materials are not exposed during inspection, the contractor will be required to excavate ditch for proper inspection.
- A construction supervisor must be present at time of inspection.

New Water Service Fees

Domestic and Fire Service Application Fee: \$300.00 per service

Meter Installation (*Turn On & Set Meter*) Fee: \$90.00 per service

New Water Service Capacity Surcharge Fee:

Meter Size (inches)	New Water Service Capacity Surcharge
1"	\$3,378.00
1 1/2"	\$6,756.00
2"	\$10,810.00
3"	\$23,646.00
4"	\$40,536.00
6"	\$91,206.00
8"	\$108,096.00
10"	\$283,752.00

Temporary Meter

If a temporary meter is required for construction, call Public Works for availability. There is a \$150.00 meter rental application fee payable with the application submittal. A check for \$1,500 is required as a deposit for the meter and backflow and then the meter can be signed out to the contractor. Water use will be routinely charged and if the meter is returned, the customer can request the water use charge be taken from the deposit.

Meter Installation

Meter Department 680 Peverly Hill Rd. (DPW) 603-427-1530

Piping must be already plumbed and ready to accept meter and connection spuds/flanges before scheduling meter installation and account must be established with water billing office (610-7248 or 610-7237). City will supply the meter and connection spuds/flanges (the city does not use meter horns) which the city will bill the owner on first water bill.

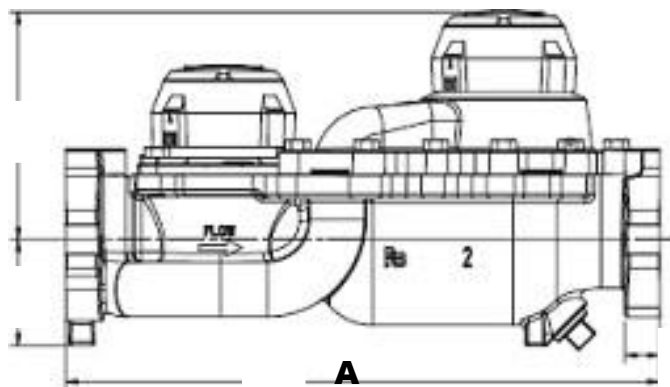
Meter setting distances are below, and plumber may obtain spuds/flanges prior to meter installation at Department of Public Works.

Meter Information

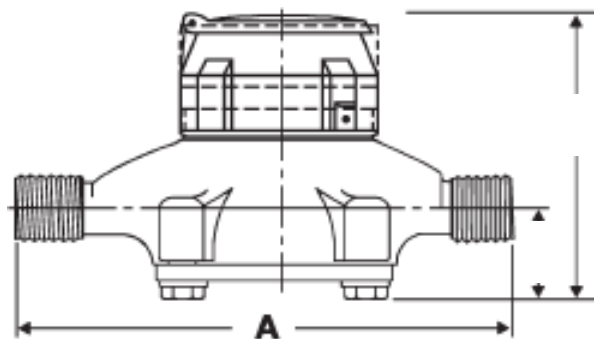
Meter Size – Setting Distance (See (A) in drawing below)

5/8"-----7 1/2"
3/4"-----9"
1"-----10 3/4"

1.5"----- 13"
2"----- 17"
3"----- CALL



LARGE METER SETTING



SMALL METER SETTING

METER CONNECTIONS

5/8" x 3/4" and 1"



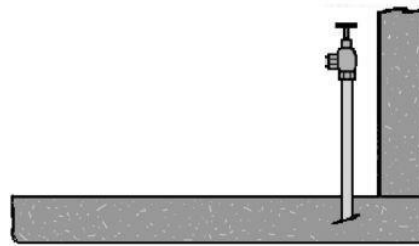
1-1/2" and 2"



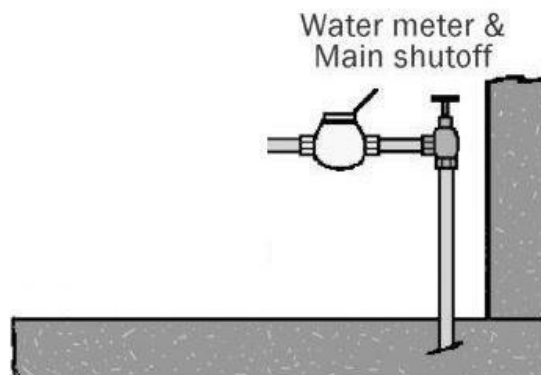
METER READINESS



NOT READY FOR METER



READY FOR METER



COMPLETED METER INSTALLATION