

NEW SERVICE & DISCONNECTS

You must complete the *Application for Water Service* and pay a deposit prior to connection of utility services. To do so, you must bring a photo ID and a copy of your lease or deed, to the Utility Billing office.

SAPULPA CITY HALL
425 E DEWEY
SAPULPA OK, 74066
(918) 224-6220

Following receipt and acceptance of application, new services will be scheduled for connection as follows: Request made before 12:00 noon, will be complete between 1:00 p.m. & 5:00 p.m. the same day. Request made after 12:00 noon, will be completed between 8:00 a.m. and 12:00 noon the following business day. In the event the meter has been removed, connection will take up to 24 hours.

On the day service connection is scheduled; please plan for someone to be present at the premises. If no one can be there, make sure all water faucets are turned off. Should the city attempt to connect the water service in your absence and find an open tap, the water WILL NOT be left on. An additional \$25.00 service charge will incur if another trip is required to connect water service. Be advised that the additional trip may not occur on the same day.

When you move, it is your responsibility to advise the city of the date on which you wish services to be discontinued. Payment of bills continues to be your obligation until the city has received notification to disconnect.

CONNECT FEE - \$25.00 – billed on first utility bill

RESIDENTIAL DEPOSITS – \$110.00

COMMERCIAL DEPOSITS – \$110.00 minimum