



TO: HOME BUILDERS AND CONTRACTORS
FROM: UTILITY WASTEWATER COLLECTION DEPARTMENT
DATE: MAY-7-2006
RE: UTILITY FINALS AND PEP TANK INFORMATION

This information is to assist in passing the Utility Final Inspection. The following should be checked by the Builder before final is called for.

1. IS THE WATER METER SET TO GRADE AND CONNECTED
2. IS THE PEP PANEL MOUNTED AND CONNECTED TO THE HOUSE WIRING AND CONNECTED TO THE TANK
3. IS THE PEP BALL VALVE BOX EXPOSED (NOT COVERED WITH SOD) AND CONNECTED TO THE TANK
4. SEWER SERVICE CLEANOUT CONNECTED AND VISIBLE (NO 90 BENDS ALLOWED)

THESE ARE ITEMS THAT WILL HELP THE UTILITY INSPECTION PASS AND REDUCE FAILED INSPECTIONS.

IF PROBLEMS ARE FOUND PLEASE CALL RICK DRIGGERS AT CELL # 386-931-8029 OR OFFICE # 386-986-2371

OR DAVID MITCHUM AT CELL # 386-931-8032 OR OFFICE # 386-986-2372

ALSO A NOTE ON PEP TANK INSTALLATION REQUESTS

**TO REQUEST A TANK INSTALL PLEASE USE THE CITY WEB SITE AT [HTTP://WWW.CI.PALM-COAST.FL.US](http://www.ci.palm-coast.fl.us)
GO TO ONLINE SERVICES -CLICK ON CITIZENS ISSUE TRACKING SYSTEM
REGISTER OR ENTER ID (YOUR WEB ADDRESS) AND PASSWORD
THIS GIVES YOU CONFIRMATION OF THE REQUEST
UNDER BILLING CLICK ON PEP TANK INSTALLATION REQUEST**

THE PROPER TIME TO REQUEST THE TANK IS IN THE DRIED IN STAGE THIS MEANS THE ROOF HAS BEEN INSTALLED

IF REQUESTED AT AN EARLIER STAGE IT CANNOT BE INSTALLED UNTIL THE ROOF IS ON. THIS INCREASES

OUR WORK LOAD BECAUSE WE HAVE TO KEEP CHECKING THE STAGE OF CONSTRUCTION.

THE TANK INSTALL IS NOT PUT ON THE SCHEDULE UNTIL THE ROOF IS ON

THIS IS WHEN THE TIME STARTS FOR THE INSTALL WHICH IS WITHIN 4 WEEKS OF THE TANK BEING SCHEDULED

PLEASE CHECK AND BE SURE THE ELECTRIC POWER BREAKER IS OFF TO THE WIRE FOR THE PANEL

FOR THE SAFETY OF OUR ELECTRICIAN SO HE CAN INSTALL THE PANEL ALSO REMOVE BUILDING MATERIAL, DEBRIS

OR MOUNDS OF DIRT ARE NOT BETWEEN THE TANK AND PANEL