



CITY OF BLOOMINGTON UTILITIES
Engineering Department

SCHEDULING TAPS & NEW SERVICE INSTALLATION

UPDATED PROCESS (effective June 2025)

WATER TAPS & NEW SERVICE INSTALLATION: **NOTE:** All taps on existing infrastructure owned by CBU are to be completed by CBU personnel. Any exceptions to this rule will be determined by CBU staff.

SCHEDULING REQUIREMENT:

There is a 2-week advance notice requirement; please plan your timeline accordingly. Requests for an expedited timeline will not be honored outside of potential lane/street closure requirements.

SCHEDULING PROCESS:

1. Email both of the following T&D Dept staff members below requesting to schedule the water tap and/or water service installation for your project.
 - James Hall hallj@bloomington.in.gov
 - Matt Kinser kinserm@bloomington.in.gov
2. Provide the following information in your email:
 - Your name and contact number
 - Project name, if applicable
 - Location address
 - Tap size
 - Service size, if applicable
 - Provide the ***Right-of-Way Excavation Permit #***, and include road or lane closure dates, or other special requirements associated with that permit.
3. T&D Staff will contact you back to schedule a date to be onsite within that 2-week timeline.

SITE READINESS & RESTORATION:

Contractor must have the site prepped and ready in advance of CBU's arrival. Failure to have all necessary work completed prior to CBU's arrival onsite will result in the crew leaving the site, and the Contractor will be required to reschedule the work on the next available date. Updates to the ROW permit timeline are also the responsibility of the Contractor to address with the appropriate department.

1. **SITE EXCAVATION:** Contractor must excavate the hole to CBU standards & specifications, making sure that it is secure, and ensure that the size of the hole is sufficient for the operation of the tapping machinery. Questions regarding this requirement should be directed to Matt Kinser or James Hall.
2. **EXPOSE THE MAIN AND INSTALL TAPPING SADDLE & VALVE:** Contractor to excavate around the water main sufficiently enough to properly install the saddle & tapping valve.
 - a. **1" Services:** CBU provides the saddle & tapping valve
 - b. **1.5" – 3" Services/Taps:** Contractor to provide the saddle & tapping valve
 - c. **4" and larger Taps:** CBU provides the saddle & tapping valve
3. **TRENCH SHORING:** Contractor to supply any necessary trench shoring for hole depths of 48-inches or greater.
4. **SERVICE LINE TRENCH:** Contractor must have the trench line dug from the main to the location of the service

pit. Pit dimensions must meet minimum requirements for the service/yoke setter to be installed. Refer to [Standard Detail 10](#) for meter pit dimensions of 1"-2" services.

5. **SITE RESTORATION:** Contractor is responsible for back-filling and site restoration after the tap and/or service installation work has been completed.
 - a. CBU Infrastructure must be back-filled per CBU Standards & Specifications. Refer to [Standard Detail 11](#).
 - b. Site restoration work in the Right-of-Way will also be required to follow the specific standards outlined within your ROW permit.

SEWER TAPS: **NOTE:** All taps on existing infrastructure owned by CBU are to be completed by CBU personnel. Any exceptions to this rule will be determined by CBU staff.

SCHEDULING REQUIREMENT:

There is a 2-week advance notice requirement; please plan your timeline accordingly. Requests for an expedited timeline will not be honored outside of potential lane/street closure requirements.

SCHEDULING PROCESS:

1. Email both of the following T&D Dept staff members below requesting to schedule the sewer tap for your project.
 - James Hall hallj@bloomington.in.gov
 - Larry Hardin hardinl@bloomington.in.gov
2. Provide the following information in your email:
 - Your name and contact number
 - Project name, if applicable
 - Location address
 - Tap size
 - Provide the **Right-of-Way Excavation Permit #**, and include road or lane closure dates, or other special requirements associated with that permit.
3. T&D Staff will contact you back to schedule a date to be onsite within that 2-week timeline.

SITE READINESS & RESTORATION:

Contractor must have the site prepped and ready in advance of CBU's arrival. Failure to have all necessary work completed prior to CBU's arrival onsite will result in the crew leaving the site, and the Contractor will be required to reschedule the work on the next available date. Updates to the ROW permit timeline are also the responsibility of the Contractor to address with the appropriate department.

1. **SITE EXCAVATION:** Contractor must excavate the hole to CBU standards & specifications, making sure that it is secure, and ensure that the size of the hole is sufficient for the operation of the tapping machinery. Questions regarding this requirement should be directed to Larry Hardin or James Hall.
2. **EXPOSE THE MAIN AND INSTALL TAPPING SADDLE OR WYE:** Contractor to excavate around the sewer main sufficiently enough to properly install the tapping saddle or wye.
 - a. **Less than 10":** Wye is cut-in by CBU (CBU provides the wye)
 - b. **10" or larger:** Tap is performed by CBU (CBU provides the tapping saddle)
3. **TRENCH SHORING:** Contractor to supply any necessary trench shoring for hole depths of 48-inches or greater.

4. **SERVICE LINE TRENCH:**

a. **Open Cut Method:**

CBU provides the stub pipe from the main to the connection point for the customer's private lateral. Contractor must have the trench line dug from the main to a location outside of the Right-of-Way line where it will connect to the customer's private lateral. Locate wire must be wrapped around the lateral per CBU specifications. Refer to [Standard Detail 24](#).

b. **Bore Method:**

Contractor provides the pipe from the main to the receiving hole/future pit location. A locate wire must be ran with the pipe through the bore line.

5. **SITE RESTORATION:** Contractor is responsible for back-filling and site restoration after the tap and/or service installation work has been completed.

- a. CBU Infrastructure must be back-filled per CBU Standards & Specifications. Refer to [Standard Detail 11](#).
- b. Site restoration work in the Right-of-Way will also be required to follow the specific standards outlined within your ROW permit. Contact City of Bloomington – Engineering Dept if you have questions regarding this requirement. (812-349-3913)