

**PROCEDURE TO CONNECT TO THE
INMAN-CAMPOBELLO WATER DISTRICT IN
POLK COUNTY NORTH CAROLINA**

1. AS REQUIRED BY THE STATE OF NORTH CAROLINA, YOU MUST OBTAIN A PLUMBING PERMIT FROM THE POLK COUNTY BUILDING INSPECTION DEPARTMENT **BEFORE ANY WORK IS STARTED.**
 - COMPLETE ATTACHED APPLICATION & RETURN TO THE POLK COUNTY BUILDING INSPECTION OFFICE LOCATED AT:
35 WALKER ST. COLUMBUS, NC 28722
 - THERE IS A **\$75 FEE** FOR THE PLUMBING PERMIT
2. INSTALL NEW WATERLINE PER THE NORTH CAROLINA STATE PLUMBING CODE. ALL WORK MUST BE COMPLETED BY **A NORTH CAROLINA LICENSED PLUMBER OR THE PROPERTY OWNER.**
3. AFTER WORK HAS BEEN COMPLETED, CALL INSPECTION DEPARTMENT (828) 894-3739 FOR SAME DAY INSPECTION, CALL BEFORE 10:00 AM
4. WHEN INSPECTION PASSES, A GREEN TAG WILL BE LEFT ON THE METER, THEN THE POLK COUNTY OFFICE WILL NOTIFY THE INMAN-CAMPOBELLO WATER DISTRICT THAT IT IS OK TO UNLOCK AND CONNECT THE SERVICE.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE POLK COUNTY INSPECTION DEPARTMENT AT 828-894-3739



POLK COUNTY BUILDING INSPECTIONS MISCELLANEOUS PERMIT APPLICATION

PO BOX 308 COLUMBUS NC 28722
PHYSICAL LOCATION: 35 Walker St.
PHONE (828) 894-3739 FAX (828)894-2913
OFFICE HOURS 8am – 4:30pm M-F

Property Owner's Name _____

Mailing Address _____

Phone Number _____ (Home) _____ (Cell)

Site Address (if different from mailing) _____ Tax Map/Parcel# _____ - _____

Name of Occupant/Tenant _____

Property Use: () Single Family () Apartment () Commercial () Other _____
() Recreational Vehicle - A vehicular type unit primarily designed as temporary living quarters for recreational, camping, travel or seasonal use, that either has its own motive power, or is mounted on, or towed by another vehicle. It is not intended as a permanent dwelling unit or for commercial uses such as banks, clinics, offices, or similar.

Description of work to be performed: _____

_____ COST OF PROJECT \$ _____

Directions to job site from Columbus: _____

 **Contractor's Name, Phone # and License # as it appears on their N.C. State License:**

() ELECTRICAL _____

Utility Company ☐ Duke ☐ Rutherford Electric ☐ Broad River

() PLUMBING _____

() GAS PIPING _____

() MECHANICAL _____

() RESIDENTIAL POOL Contractor _____

Type of Pool ☐ in ground ☐ above ground Dimensions _____

() CONTRACTOR _____

☐ Residence ☐ Commercial Structure ☐ Other _____



PLEASE BRING IN; FAX OR EMAIL APPLICATION TO: bmccraw@polknc.gov

☐ I WISH TO PAY WITH CREDIT CARD. PLEASE CALL _____ (NAME) AT _____ (NUMBER)

I UNDERSTAND THAT TO DO ANY WORK AS "OWNER", I MUST OWN THE BUILDING AND PLAN TO OCCUPY THE BUILDING FOR AT LEAST (1) YEAR AFTER FINAL; I CANNOT RENT, LEASE, OR SELL THE BUILDING DURING THAT YEAR. I UNDERSTAND THAT IT IS UNLAWFUL TO HIRE ANYONE TO DO MY TRADEWORK WHO IS NOT LISCENSED IN THE STATE OF NC; I UNDERSTAND THAT I MUST INFORM THE BUILDING DEPARTMENT OF ANY CHANGE BEFORE THEY START WORK; I ALSO UNDERSTAND THAT I AM MAKING APPLICATION FOR PERMITS AND INSPECTIONS OF WORK ABOVE DESCRIBED AND AGREE TO COMPLY WITH ALL STATE AND COUNTY CODES OR LAWS REGULATING THE WORK.

Signature of Qualifier and/or Authorized Applicant: _____

Print name: _____ **DATE:** _____

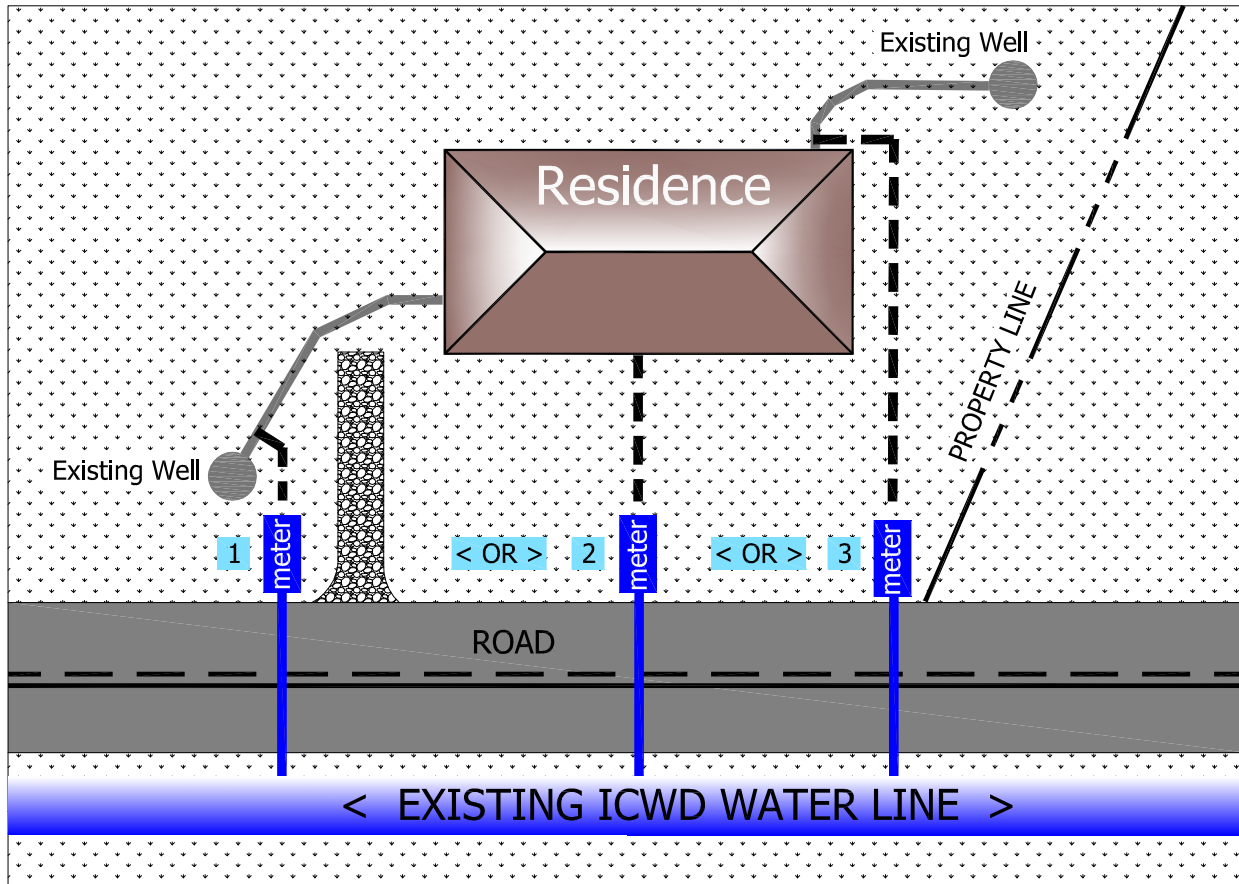
OFFICE USE ONLY

FEE \$ _____ LOCATION # _____ TAX MAP/PARCEL # _____ - _____ PERMIT # _____ ZONING APPROVAL _____

APPLICATION APPROVED BY _____ DATE _____

miscpermit.7.16.2025

ICWD SUGGESTIONS TO CONSIDER ABOUT SELECTING A LOCATION FOR YOUR NEW WATER METER



IN ALL CASES METER BOX WILL BE INSTALLED WITHIN A FEW FEET OF THE ROADWAY.

1. If your well is in front of your residence you may consider placing your meter close to your well and using the existing service line to minimize the expense of the new service line.
2. Commonly customers install a new service line directly under the house.
3. Connecting to a well line outside the house is another option even if the well is in the back of the residence.

THE ICWD RECOMMENDS THAT YOU CONTACT YOUR PLUMBER OR THE ICWD FOR ADVICE PRIOR TO PLACING YOUR METER LOCATION FLAG IF YOU HAVE QUESTIONS OR CONCERNS.

YOU MAY ALSO CONSIDER USING A LARGER DIAMETER SERVICE PIPE BEHIND THE METER OTHER THAN THE STANDARD 3/4" IF YOUR RESIDENCE IS MORE THAN 100 FEET OFF THE ROAD TO ENSURE ADEQUATE VOLUME.

IMPORTANT: The NC Department of Environmental and Natural Resources mandates that no well lines remain connected to plumbing served by a public water system. Wells may continue to be used independently.



***AFTER PLACING YOUR FLAG PLEASE CALL
THE ICWD CUSTOMER SERVICE DEPARTMENT***

***@ 828.863.2295, OPTION 3
or 864.472.2858, OPTION 3***

"THANK YOU"





**INMAN-CAMPOBELLO WATER DISTRICT
NC WATER SERVICE TAP APPLICATION & AGREEMENT**

Application Number:
26 -

Application Date:

Business / Applicant Name: _____

Business Contact Name: _____

Service Address: _____

Service City: _____ State: _____ Zip Code: _____

Subdivision / Lot # / Parcel #: _____

Building Description: Residential: _____ Commercial: _____ Irrigation: _____

Meter Size: _____ Tap & Service Line: _____ Flag Up: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Social Security #: _____ Federal Tax #: _____

Phone #: _____ Cell #: _____ Drivers License: _____

For Office Use Only:

Project Name: _____ Code: _____ Verified: _____

Participation Fee: _____ Tap Fee: _____ Verified: _____

Service Order #: _____ Account #: _____

Account Type: Residential: _____ Commercial: _____ Irrigation: _____

Cycle: _____ Sequence #: _____ WA Code: _____ WS Code: _____

Date Called for Locate: _____ Ticket #: _____ Initials: _____

Work Date: _____ **11:59** Update: _____ Expires: _____

Mark: Same Side: _____ Bore: _____ Cross St: _____

Date Tap Made: _____ Meter Number: _____

Meter Size/Type: _____

Tap Location:

Follow Up Work: Fix Yard _____ Patch Road _____ Center _____ Right Corner _____ Left Corner _____

Inspected By: _____ Right of Driveway _____ Left of Driveway _____

Applicant agrees to the following:

- To provide a location on the premises where the meter can be located and accessible at all times for the purpose of maintaining/reading/testing/inspecting/connecting or suspending services, or any other purpose which is proper and necessary in the conduct of the Inman-Campobello Water District's (ICWD) business.
- The meter will supply water service to only one dwelling/residential unit/mobile home or any other type of commercial unit per parcel. If the meter is supplying water service to more than one, the applicant agrees and will be required to purchase at least a 1-inch meter or larger.
- Once the meter has been installed the account will be active and the applicant will receive monthly bills, unless the applicant has requested this and agrees to notify the ICWD when the account is to be made active.

Please initial the box if you want your account to be made **ACTIVE after the tap has been installed:**

☐

Please initial the box if you want your account to be made **INACTIVE after the tap has been installed:**

☐

Please initial the box you have received 1 flag with instructions for where the flag will need to be placed on your property. The flag will indicate to the ICWD crews the location in which you would like the tap/meter installed.

☐

Please initial the box if you are going to place your flag on the property today:

☐

****Please be aware that by initialing this box you are stating that all locates on your property are clearly marked, that the provided flag is marked to show the desired meter location and if in a subdivision the stub out marker accurately depicts the stub out location. If the ICWD attempts to install the water tap/meter and your property is not ready for installation, a fee of \$100 will be applied to your account, the tap installation will be moved to the bottom of the pending list and can not be moved for any reason.**

OR

Please initial the box if you are going to call the office once you have placed the flag:

☐

****Please contact the ICWD once your property is ready and you have placed the flag. After ICWD has been notified, ICWD will attempt to install the water tap and meter. If your property is not clearly and accurately marked, the flag provided is not in place to show the desired meter location and if in a subdivision the stub out marker does not accurately depict the stub out location, a \$100 fee will be applied to your account, the tap installation will be moved to the bottom of the pending list and can not be moved for any reason.**

After you have placed the flag on your property, please contact the ICWD office at (828) 863-2295 and press "3" for Customer Service to let us know the flag has been placed.

It is imperative that you place the flag in the area you would want the tap/meter to be made and contact the ICWD 2 weeks from the date of purchasing your tap/meter. If notification is not received, the ICWD at its discretion, will choose the tap location and proceed to install the tap/meter.

Applicant Signature:



I acknowledge, the Inman-Campobello Water District (ICWD) has provided me with the ICWD website address, (www.icwd.org) to access the water rate schedule of fees and rules and regulations of the ICWD. I have been advised I will receive a monthly bill with a due date of 20 days from the date of the bill, and that should I not receive a bill, I am responsible to contact the ICWD office to verify the bill amount and the due date and will not hold the ICWD responsible for bills that I did not receive due to U.S. Postal deliveries. Should my mailing address change, I agree to notify the ICWD regarding the change to ensure I will receive my water bills.

I agree to pay all charges incurred until I have given notice to discontinue my service with the ICWD. I understand if the balance on my account reflects a past due amount and my account has been charged a non-payment fee, my service will be subject to disconnection. The past due amount and the non-payment fee must be paid to have service restored or continued. Should my account be turned over to collection via the South Carolina Setoff Debt Collection Act, I agree to pay all costs of collection of the unpaid debt.

I agree that when applying for service to be turned on as a new service or restored service due to disconnection of non-payment, that I as the owner/tenant/landlord are responsible for any damages incurred to the property for water left running inside or outside of the dwelling.

Date _____ **Signature** _____



ICWD CROSS CONNECTION QUESTIONNAIRE

For Office Use Only:	
Tap # :	Application Date:
Customer Account # :	

Name: _____

Phone # : _____

Service Address: _____

City _____ State _____ Zip _____

Builder: _____

Subdivision: _____

Lot # : _____ Meter Size: _____

Service Type: Residential _____ Commercial _____ Irrigation _____ Fire Protection _____

Business and/or Site Activity Description: _____
Ex: office, laundry, funeral services, hair salon, etc.

Will irrigation be added to domestic meter? YES or NO

If irrigation, will chemical injection be possible? YES or NO

Will chemicals be used on site? YES or NO

Will recycled/reclaimed water be used on site? YES or NO

Is medical treatment taking place? YES or NO

Is there a possibility of exposure to biological hazards/ body fluids? YES or NO

Is there a well or other source of water on site? YES or NO

Please note: Well water and public drinking water plumbing cannot be connected, due to the potential of contamination to the public water supply.

Initial

If you answered yes to any of these questions, you may be required to install a testable backflow device.

Initial

*If your meter is 1" or larger you will be required to install a testable backflow device, with the exception of a 1" residential water meter. The ICWD will install a dual check for 1" **residential** taps.*

Initial

Please contact Leigha Caulder at leighac@icwd.org or (864) 806-9113 if you have any questions.

Applicant Signature

Date