



Kimberley Driscoll
Mayor

CITY OF SALEM

Engineering Department

98 Washington Street, 2nd floor

Salem, MA 01970

Phone: (978) 619-5673

David H. Knowlton, P.E.
City Engineer/DPS Director

Updated September 30, 2020

Checklist for Water & Sewer **Tie cards**

- ☐ Individual tie cards are required for each utility (domestic water service, fire service & sewer)
- ☐ Shall include size, material and length of each service from the main into the building
- ☐ Building shall be drawn to match the as-built condition of the building and identify the building's address (proper shape)
- ☐ Shall include the install date, install by and date the ties were taken
- ☐ Shall include ties (distance) from at least 2 different points (corners of the building, poles, manhole structures, etc.) to the water shut off valves, sewer clean outs, bends in the sewer and to the connection at the City's main for both water and sewer
- ☐ Shall identify the location of the shut off valve and any sewer clean outs or bends (sidewalk, street, etc)
- ☐ Shall include the size of the main and material if known

David H. Knowlton, P.E.
City Engineer/ DPW Director

*****Disclaimers:**

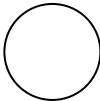
1. Every effort has been made to create a comprehensive list of requirements; however, the Engineering Department may require additional information or services not included in this checklist.
2. This document is subject to change at the City's discretion.



City of Salem, Massachusetts

SERVICE ADDRESS _____

WATER Service Card



Install Date: _____

Install By: _____

Ties taken by: _____

North Arrow

Property Line

Curb Line

Water Main

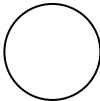
_____ Street in which the main is located



City of Salem, Massachusetts

SERVICE ADDRESS _____

SEWER Service Card



Install Date: _____

Install By: _____

Ties taken by: _____

North Arrow

Property Line

Curb Line

Sewer Main

_____ Street in which the main is located