

Preston County PSD# 4  
PO Box 370  
Bruceton Mills WV 26525  
304-379-3130  
Prestoncountyps4.com

Existing/Past Customer: ☐ If Yes, When \_\_\_\_/\_\_\_\_/\_\_\_\_ ☐ No, New Customer

Applicant Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Driver Licenses #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Applicant Place of Employment: \_\_\_\_\_

Applicant Workplace Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Spouse Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

---

Service Address: \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_

Service Address has: ☐ Pool ☐ Jacuzzi ☐ Is a Farm

Type of Service: ☐ Residential No. In Household \_\_\_\_\_

☐ Commercial Type \_\_\_\_\_

☐ Industrial Type \_\_\_\_\_

☐ Other Type \_\_\_\_\_

---

☐ Rent: Move in date: \_\_\_\_/\_\_\_\_/\_\_\_\_ ☐ Own: requested start date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Other \_\_\_\_\_

**New Tap only:** EST. Service (line in ft) \_\_\_\_ Do you own up to road? ☐ Yes ☐ No (if no)

Do you have a right of way for utilities in place and can you furnish paperwork? ☐ Yes ☐ No

**If Rent:** Property Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_

Owners Phone: \_\_\_\_\_ requested start date: \_\_\_\_\_

---

Preston County PSD# 4  
PO Box 370  
Bruceton Mills WV 26525  
304-379-3130  
Prestoncountyps4.com

- ❖ **\*\*For Service Only:** **\*\* I hereby authorize the establishment of service in my name at the above property location and agree to pay for the service until I request a discontinuation in writing. This application is accepted as subject to service availability at this location.**
- ❖ **\*\*For New Tap:** **\*\* I hereby authorize the establishment of service in my name at the above property location and agree to pay for the service for a minimum period of thirty-six (36) months after the tap is installed.**
- ❖ **I agree to pay** the monthly bill once water is provided to me and service is established in my name.
- ❖ **The due amount** must be paid by the required due date of the 20th of every month. If payment is not made by this date, you may be subject to termination of service.
- ❖ **If service is terminated**, it will only resume after the full balance, including a \$25.00 reconnection fee, has been paid in full.
- ❖ **Returned checks** must be settled by the 20th of the billing cycle in which a notice of the full balance and the returned check fee was mailed. Failure to comply may result in termination of service.
- ❖ **I agree to maintain the meter pit free from any obstructions**, including but not limited to vehicles, objects (such as tires, building supplies, etc.), fencing, or any other obstacles within my control that may prevent PSD #4 from accessing the meter pit. I am aware the meter pit and the hardware contained within are the property of PSD #4.

Name: \_\_\_\_\_  
(PLEASE PRINT)

Applicant's Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

Utility Representative: \_\_\_\_\_

---

(OFFICE USE ONLY:)

Account No. \_\_\_\_\_ Seq \_\_\_\_\_ Meter No. \_\_\_\_\_

Deposit Amount \_\_\_\_\_ Tap Fee \_\_\_\_\_ Payment type \_\_\_\_\_

Paid on \_\_\_\_\_ Meter Size \_\_\_\_\_

Date on \_\_\_\_\_ Date Off \_\_\_\_\_ Customer ☐ Termination

Preston County PSD# 4  
PO Box 370  
Bruceton Mills WV 26525  
304-379-3130  
Prestoncountyps4.com

**Preston County Office Of Emergency Management**  
**Emergency Notification System (WENS)**  
**( PSD # 4 Notification Form Form)**

<b>Account Number</b>	
<b>Last Name</b>	
<b>First Name</b>	
<b>Misc. 1</b>	
<b>Misc. 2</b>	
<b>Misc. 3</b>	
<b>Cell Phone # 1 (Text)</b>	
<b>Cell Phone # 2 (Text)</b>	
<b>Cell Phone # 3 (Text)</b>	
<b>Home Phone # (Voice)</b>	
<b>Cell Phone # 1 (Voice)</b>	
<b>Cell Phone # 2 (Voice)</b>	
<b>E-Mail Address 1</b>	
<b>E-Mail Address 2</b>	
<b>Physical 911 Address</b>	
<b>City</b>	
<b>State</b>	
<b>Zip Code</b>	
<b>Notes:</b>	
<p><b>Please list all of the ways above that you wish to be notified through. Please list your 911 Physical Address in the Address Row. If you are not sure what your physical address is, contact the Preston County Office of Emergency Management at (304)329-1855. Home Numbers can only receive voice messages, Cell phones can receive voice and text messages.</b></p> <p>By registering above, you will not receive unsolicited calls. Preston County WV, nor its system vendor sells the contact number database. You will receive important information that pertains to your water supply.</p>	

Preston County PSD# 4  
PO Box 370  
Bruceton Mills WV 26525  
304-379-3130  
[Prestoncountypsd4.com](http://Prestoncountypsd4.com)

Preston County PSD# 4  
PO Box 370  
Bruceton Mills WV 26525  
304-379-3130  
Prestoncountypsd4.com

**Water Rates are available for general, domestic, commercial, and industrial services.**

**Minimum Charge**

**The minimum charge for water service is determined by the size of the meter. No bill shall be rendered for less than the following amounts:**

5/8" meter	\$ 29.67 per month
3/4" meter	\$ 44.51 per month
1" meter	\$ 74.18 per month
1 ½" meter	\$ 148.35 per month
2" meter	\$ 237.36 per month
3" meter	\$ 474.72 per month
4" meter	\$ 741.75 per month
6" meter	\$ 1,483.50 per month
8" meter	\$ 2,373.60 per month

**The billing rate is \$9.89 per 1,000 gal beyond the minimum.**

**Bills**

**Payments are due on the 20th of each month. You can make your payment in several convenient ways:**

- Online through our website, [prestoncountypsd4.com](http://prestoncountypsd4.com): credit or debit for a fee, bank account is free.
- Phone 304-381-5370: Credit (for a fee), bank account is free.
- In person at our office: Credit (for a fee), check, money order, or exact cash.
- By mailing a check or money order to: PO Box 370, Bruceton Mills, WV 26525.
- Through your bank's bill pay service. Please note that the banks mail a check to us and we do not remove late fees due to postal issues.

**Delayed Penalty**

**A penalty of ten percent (10%) will be added to any unpaid balance after the 20<sup>th</sup> of every month. (we will not remove late fees for mailing delays or Bank bill pay service delays.)**

**Tap and Deposit fees**

**The deposit fee for new and existing meters is \$59.77**

**The new tap Fee is \$300- nonrefundable.**

**RECONNECTION \$25.00**

**Charges will apply whenever the water supply is turned off due to rule violations, nonpayment of bills, or fraudulent water use. Water service will only be restored after all past-due water bills have been fully paid.**

**RETURNED CHECK CHARGE \$25.00**

**A \$25.00 service charge will be applied to any customer whose payment is returned by the bank.**

**Please note that your monthly bill reflects your usage from the previous month.**

Preston County PSD# 4  
PO Box 370  
Bruceton Mills WV 26525  
304-379-3130  
Prestoncountyps4.com

**\*\*\*Please note we use Paystar payment processing services, we are not affiliated with your bank bill pay or DOXO, or any other online platform or third-party. \*\***

## RECEPT FOR SERVICE AND USER AGGREETMEN

- ❖ **\*\*For Service Only:** \*\* I hereby authorize the establishment of service in my name at the above property location and agree to pay for the service until I request a discontinuation in writing. This application is accepted as subject to service availability at this location.
- ❖ **\*\*For New Tap:** \*\* I hereby authorize the establishment of service in my name at the above property location and agree to pay for the service for a minimum period of thirty-six (36) months after the tap is installed.
- ❖ **I agree to pay** the monthly bill once water is provided to me and service is established in my name.
- ❖ **The due amount** must be paid by the required due date of the 20th of every month. If payment is not made by this date, you may be subject to termination of service.
- ❖ **If service is terminated**, it will only resume after the full balance, including a \$25.00 reconnection fee, has been paid in full.
- ❖ **Returned checks** must be settled by the 20th of the billing cycle in which a notice of the full balance and the returned check fee was mailed. Failure to comply may result in termination of service.
- ❖ **I agree to maintain the meter pit free from any obstructions**, including but not limited to vehicles, objects (such as tires, building supplies, etc.), fencing, or any other obstacles within my control that may prevent PSD #4 from accessing the meter pit. I am aware the meter pit and the hardware contained within are the property of PSD #4.

---

Utility Representative: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

☐ NEW SERVICE

☐ NEW TAP

Deposit Amount \_\_\_\_\_ Tap Fee \_\_\_\_\_ Payment type \_\_\_\_\_

Paid on \_\_\_\_\_

# New Service line

## Recommendations for pipe:

### Sizing

- ¾ inch line for optimal conditions.
- 1 inch for service lines going uphill (higher elevation than meter) or longer than 1,000 ft.

### Type of material:

- Must be CTS coper tubing size) – traditional water line durable enough to hold up to 250psi

Both can be found at Local Hardware store. (i.e. Lows, Home Depot, or Menards)

### Placement:

- Customer responsibility to have desired location for meter to be at final grade prior to tap being made. PSD#4 not required to make changes to meter setting after tap is installed. If changes need to be made the customer pays for the total cost of such changes.
- Minimum 36" deep to avoid freezing during winter months.
- Required to be at least 2' separation from other lines (Telephone, Electric, internet, or Cable)
- Rock free soil below and at least 8" on top of service line.
- If running line under any permanent surface (i.e. driveway, or slab) place line in conduit to avoid damaging surface if repairs to service line is needed
- A Shutoff valve is required, as well as a pressure regulator recommended. This aids with any future problems you might encounter.
  - Shutoff Valve: will avoid the shut off of service (as well as a reconnection fee) in the event of a leak in the home and potentially help reduce water bill in such an event.
  - Pressure regulator: for locations that have psi exceeding 70psi. PSD#4 will place a regulator at the meter and maintain it. However, in the event of a malfunction with the metered regulator, it is required to install one on the house side of shutoff. Pressure regulators should be in an easily accessible area near where the water line enters the house
- No traditional SharkBite fittings or plastic fittings between the meter and shut off valve. Can only use brass and bronze compression fittings.

#### Final steps

- Once a meter is installed billing will begin with the base amount regardless of water use.
- Visual inspection of service line, including any fittings are required prior to trench being backfilled.
  - Inspections are scheduled and conducted during the business hours of 8-2 M-F (excluding holidays).
  - This includes any repairs made to the service line later.
  - Failure to do inspections could result in a future service line leak adjustment being denied.
  - Call the office at 304-379-3130 to request a service line inspection.

#### Rules and Disclaimers:

- **PSC rule 5.3 m. The customer shall not attach any fixtures to, or make any branches in, the customer service pipe between the point of service and the premises served. Violation of this rule may result in termination of service per Rule 4.8.** (this means that waterline can only be run from meter to a permanent structure with a shutoff valve installed at point of entry for water, a spicket or frost free faucet are prohibited before shutoff valve.)
- **PSC rule 5.3.n. There shall be no more than one (1) customer service pipe required to serve single premises, and each premises shall be supplied through an independent customer service pipe, unless otherwise approved by the utility in writing.** (In a normal residential setting: This means one line per home, if you have multiple homes on a piece of property, you must install multiple taps and meters.)
- **A cross-connection:** any connection where public water supply is connected to a private water source (i.e., well, spring, cistern, etc.) Cross connections are ILLEGAL, if you wish to keep your current water source operational; the two systems must be totally separated. A shut-off valve or check valve between the two systems is not acceptable and is still considered a cross-connection.
- **Thermal expansion disclaimer:** As water is heated, it expands. Your water tank will push hot water out of the inlet when heating during times of minimal hot water use. Due to a check valve used at the meter setting, water cannot flow back through the meter into the main water line. The expansion of water can result in damage of plumbing and fixtures or release of water through the water heaters relief valve and possibly continued dripping of water from the relief valve. Water leaking from this valve may damage your residence; therefore, it is required to choose one of the following options to protect your plumbing from thermal expansion.
  - Install a thermal expansion tank (can be purchased at any local hardware store or home improvement center).
  - If the customer decides not to follow Option (a), the homeowner will therefore assume all liability and relieve Preston County PSD No. 4 of any damage caused to the customers' plumbing or fixtures because of thermal expansion.