

**STANDARD CONSTRUCTION OPERATING PROCEDURE**

City of New York Department of Design and Construction  
Division of Infrastructure Bureau of Construction

**SUBJECT: WATER MAIN TAP CARDS**

**APPROVED:**

  
Assistant Commissioner - William F. Lipski, P.E.

SCOP..... : 02-006W

CATEGORY.... : CONSTRUCTION  
Subcategory : Water Mains

Keywords ..... : Water Mains, Taps

Supersedes... : N/A

Supplements.... : N/A

Sheet..... : 1 of 1

Issue Date.... : January 25, 2002

Tap cards shall be completed by the Resident Engineer/Inspector for all taps, including wet connections, corporation stops and plugs, installed on all water mains constructed under capital projects supervised by DDC. Tap cards must also be filled out for taps or wet connections abandoned, and/or not transferred. Tap cards along with the detailed summary listing and transmittal sheet, must be submitted to the DEP Tapping Division within one month of the completion of the water main work on all capital construction contracts.

The tap card shall contain all required information including: plumber's name and license number, contractor, building address, block, lot, size of tap, size of main, date, location of tap (usually from building line of premises), location of main (from curb), depth of main at tap, type of service (domestic, fire, commercial, or dual type), and any other pertinent information, such as type and condition of the existing service pipe, etc.

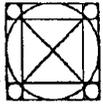
If there are two (2) services to the same building, two separate tap cards must be prepared and labeled 1 of 2 and 2 of 2, respectively. If there is one tap servicing multiple buildings, it should be noted on the tap card.

All unusual or potentially illegal connections or conditions should be promptly reported to the DEP Tapping Division and noted accordingly on the tap card.

**SUPERSEDED BY SCOP 05-007W**

Attachments: Sample Tap Card, Transmittal Letter, Summary Listing

DDC99-1-153



# DCC

**City of New York Department of Design and Construction**

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[www.nyc.gov/buildnyc](http://www.nyc.gov/buildnyc)

CERTIFIED MAIL WITH RETURN RECEIPT

(DATE)

(NAME)

Tapping Division  
NYC Department of Environmental Protection

(ADDRESS)

(CITY, NY, ZIP CODE)

Re: FMS (CAPIS) ID: \_\_\_\_\_  
JOB DESCR. \_\_\_\_\_  
Contract Reg. #: \_\_\_\_\_  
Contractor: \_\_\_\_\_  
**Transmittal of Tap Cards**

Dear Mr./Ms. (NAME):

Enclosed please find tap cards (house service orders) for the water mains constructed on the subject project at the following location(s):

(ENTER STREET(S) AND LIMITS)

Very truly yours,

(NAME)  
Engineer-in-Charge

C. Borough File, Resident Engineer, Construction Support

**SAMPLE COMPLETED "House Service Order" (Tap Card) Front Side**  
 (Use blank 4"X6" cards available from your Borough Office)

WB 123 Rev. B(2-81)

CITY OF NEW YORK  
 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
**BUREAU OF WATER SUPPLY**

SEC.	BLOCK	LOT
WARD	DIST.	PLOT

<b>HOUSE SERVICES ORDER</b>	
DDC Project	
PERMIT NO.	HED-550
INSP. NO.	

BOROUGH Bronx

LOCATION #250 Middle Street (E/side)

INSERT 3/4" TAP ON 12" MAIN. READY 3:20 P.M.

INSERT \_\_\_\_\_ PLUG ON \_\_\_\_\_ MAIN. READY \_\_\_\_\_ M.

INSPECT SERVICE PIPE \_\_\_\_\_ READY \_\_\_\_\_ M.

SPECIAL ORDERS New Main - Transfer From 6" Main

OWNER \_\_\_\_\_ ADDRESS \_\_\_\_\_

PLUMBER A-Z Construction Co. ADDRESS Contractor's Address  
 Plumber's Name + License No.

BUILDING { STORIES \_\_\_\_\_  
 FT. FRONT \_\_\_\_\_  
 FT. DEEP \_\_\_\_\_

**SAMPLE COMPLETED "House Service Order" (Tap Card) Back Side**

REPORT August 1 2001 M

LOCATION #250 Middle Street ST. AVE

West SIDE 60 FT. South OF Upper Avenue ST. AVE

SIZE OF TAP 3/4" PLUG - MAIN 12" DEPTH 3.5'

LOCATION IS 3 FT. South OF North BUILDING LINE OF #250  
Middle Street AND 9.0 FT. FROM East/West CURB LINE

KIND AND SIZE OF SERVICE PIPE { NEW 1" Copper  
 OLD \_\_\_\_\_

NEW SERVICE LENGTH 7.0' IS CURB COCK AND BOX SET ? \_\_\_\_\_ KIND AND MAKE \_\_\_\_\_

OPENING SIDEWALK OR ROADWAY Roadway FOR BUILDING PURPOSES \_\_\_\_\_

VIOLATIONS \_\_\_\_\_ RE-EXAMINED \_\_\_\_\_ VIOL. REMOVED \_\_\_\_\_

REMARKS: Connected to existing 3/4" Lead service

CERTIFY THAT THE ABOVE REPORT IS CORRECT. TAPPER/INSPECTOR \_\_\_\_\_

**PENALTY FOR FALSIFICATION**

Falsification of any statement made herein is an offense punishable by a fine or imprisonment or both. (N.Y.C. Adm. Code, Sec. 1151-9.0)

Print: \_\_\_\_\_

Sign: Inspector's  
Signature



