



GUIDELINES FOR SUBMITTING TAP CARD FORM

**General Instructions:**

For self-certified work (work not inspected by DEP) connected to water connection permits, the Tap Card Form is required as stated in §20-07(c) of title 15 of the Rules of the City of New York (the Rules). The Tap Card Form provides documentation that the permitted work has been completed in accordance with all DEP and New York City rules and regulations. Currently, all work on domestic service lines that are two inch or less are not inspected by DEP and require the Tap Card to be submitted. The Tap Card Form must be submitted to DEP within 15 days from the permit expiration date (i.e. 75 days from permit issuance).

Failure to submit three or more of these forms by the determined date (as well as other potential delinquencies tallied by DEP) within a 3 month period will result in the suspension of new permits as stated in §20-01(c) of the Rules. Additionally, DEP is authorized to issue Environmental Control Board (ECB) violations for failure to comply with each delinquent Tap Card.

All fields in the Tap Card Form must be filled out for it to be complete (except where noted on form as “if applicable” “or “for repairs only”). The form must be signed, dated, and sealed by the Licensed Master Plumber that was issued the permit and completed the work

The completed Tap Card Form must be hand-delivered to the corresponding DEP Borough Record Offices:

- Bronx - 1932 Arthur Avenue - Room 607
- Brooklyn - 250 Livingston Street - 8th Floor
- Manhattan - 40 Worth St, Room # 338
- Queens - 12055 Queens Blvd , 1st Floor
- Staten Island - 10 Richmond Terrace , Room 425

Additionally, an online version of this form is available through the Water and Sewer Permitting System (WSPS). Registered users of WSPS may submit this Tap Card Form electronically as well as track their submittals through the system. Additional information on WSPS and instructions on how to registered can be found here: [http://www.nyc.gov/html/dep/html/forms\\_and\\_permits/wsps\\_online\\_filing.shtml](http://www.nyc.gov/html/dep/html/forms_and_permits/wsps_online_filing.shtml)

**Form Definitions:**

1. WORK TYPE: Select the type of work completed from the following list:

- |           |                        |                               |
|-----------|------------------------|-------------------------------|
| a. Repair | d. Wet Connection (WC) | f. Wet Connection (WC) & Plug |
| b. Relay  | e. Tap & Plug          | g. Plug                       |
| c. Tap    |                        |                               |



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2. PERMIT/CONTRACT #: The approved permit number or contract number
3. PLUMBER’S NAME: The licensed master plumber’s name as written on the approved permit or contract
4. PLUMBER’S LICENSE #: The licensed master plumber requesting the permit is required to supply their license number. The number must be on-file with the Department of Environmental Protection in order to utilize the on-line system.
5. ADDRESS NUMBER: Enter the building number ONLY of the premise as written on the approved permit or contract.
6. STREET NAME: Enter the street name of the premise as written on the approved permit or contract
7. ADDRESS AKA: Enter the name or address aka of the building if a name designation or different address exists (e.g. Empire State Building, corner property). Otherwise leave this space blank.
8. BOROUGH: Enter the borough corresponding to the address of the premise.
  - a. Manhattan
  - b. Bronx
  - c. Brooklyn
  - d. Queens
  - e. Staten Island
9. BLOCK: The block number of the premise
10. LOT: The lot number of the premise
11. THE CONNECTION TYPE IS: Insert the type of connection from the following list:
  - a. Tap
  - b. Wet Connection
  - c. T-Connection
12. THE TAP/WET/T CONNECTION SIZE IS: Insert the size of the tap/wet/t connection from the following list:
  - a. 5/8
  - b. 3/4
  - c. 1
  - d. 1 ½
  - e. 2
  - f. 3
  - g. 4
  - h. 6
  - i. 8
  - j. 12
13. THE MAIN TYPE IS: Insert the of water main from the following list:
  - a. City Water Main
  - b. Internal Water Main
  - c. Private Water Main



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14. THE MAIN SIZE IS: Insert the size of the water main from the following list:
- |      |       |       |
|------|-------|-------|
| a. 6 | c. 12 | e. 20 |
| b. 8 | d. 16 | f. 24 |
15. AT A DEPTH OF: Insert the depth of the water main
16. THE CONNECTION IS LOCATED ON (STREET NAME): Please indicate street name which was cut to connect the property to the water main (as written on the approved permit)
17. BETWEEN / 18. AND: Please indicate both cross streets
- 19-26. THE EXACT LOCATION IS: Please provide a detailed location of the connection by providing the exact measurement in feet and direction of the connection from two location points. For the direction please pick from the following:
- |          |         |
|----------|---------|
| a. North | c. East |
| b. South | d. West |
- For the location point, please pick from the following
- |                  |          |
|------------------|----------|
| a. Building Line | d. Other |
| b. Curb Line     | Property |
| c. Property Line | Address  |
27. If you chose "Other property Address" as a location point in the previous sentence, please provide the complete address below, including the building number and street name.
28. THE SERVICE TYPE IS: Insert the function of the water connection from the following list:
- |             |               |             |
|-------------|---------------|-------------|
| a. Domestic | c. Sprinkler  | e. Combined |
| b. Fire     | d. Stand Pipe |             |
29. THE SIZE OF THE SERVICE PIPE IS: Insert the nominal diameter of the water service connection pipe from the following list:
- |        |      |       |
|--------|------|-------|
| a. 1   | e. 3 | i. 10 |
| b. 1 ¼ | f. 4 | j. 12 |
| c. 2   | g. 6 |       |
| d. 2 ½ | h. 8 |       |
30. AND THE MATERIAL IS: Insert the material of the water connection pipe from the following list:
- |           |                 |
|-----------|-----------------|
| a. Brass  | c. Ductile Iron |
| b. Copper | Pipe            |
31. THE LENGTH OF THE SERVICE PIPE: The total length in feet of the water service connection pipe.



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32. THE LENGTH THE OF THE PIPE THAT WAS REPAIRED (FOR REPAIRS ONLY): For Repair applications only: Insert the length of the pipe was repaired. Please note: A new service pipe must be installed where more than one-half (1/2) of an existing service pipe is in need of a repair or when any repairs are required and the existing service pipe is lead, galvanized steel or galvanized iron. A new service pipe requires a Relay Application.
33. DATE WORK PERFORMED: Indicate the data when the approved work was completed.
34. NOTES/COMMENTS: Please provide any additional comments or notes that would be beneficial for DEP staff regarding the work that was completed.