

**Water Service Tap Inspection Checklist**  
**General Design Standard**  
**Section #4-K, W7 Section 1 D1-3, (b), (e), (d)**

- Adhere to working hours, traffic control and lane closure procedures
- Use approved service materials for tapping saddles, copper and meter boxes, etc.
- Locate existing water main
- Clean point of tap thoroughly and disinfect
- Wet tap only on existing lines
- Any tap shall be made a minimum of 2' from bell joint
- 6" tap or larger needs to be tapped flat into side of line
- Set tapping saddle at a 45 degree angle to the center line of pipe (for 1"-2" tap)
- Install corporation (use approved service materials) in an open position for 1"-2" tap on valve for 4" or larger
- Install tapping machine with cutter of correct size, through corporation (Note: On PVC pipe a shell cutter type tap should be used)
- Complete tap-back cutter out leaving machine attached
- Close corporation
- Install type K copper from corporation
- Run copper to 22"-26" below curb-install curb stop at meter box location
- Complete by installing of air meter box brass and brass loop
- Install meter box (Use approved service materials)
- Complete all densities, compaction, concrete cylinders, etc. and provide all lab reports to Building Inspection