CITY OF DURHAM – UTILITY EXTENSION AGREEMENT APPLICATION FOR PROPERTIES OUTSIDE CITY LIMITS EXEMPT FROM ANNEXATION
Department of Public Works
101 City Hall Plaza | Durham, NC 27701
919.560.4326 | F 919.560.4316

www.durhamnc.gov

Date: _____

INSTRUCTIONS

Complete form and submit at the 3rd floor of City Hall or online (see next page for online payment instructions) after staff has confirmed that the property may connect to City water and/or sewer without annexation. Include with the application:

☐ $104 fee

☐ Report from Durham County Health (if property has contaminated well and/or failed septic system)

APLICATION

Owner's Name: _____

Email Address: _____ Phone#: _____

Owner's Address: _____

Property Address (if different from above): _____

Type of connection being requested (check all that apply):

☐ Water service

☐ Sewer service

INSTRUCCIONES EN ESPAÑOL

Complete la solicitud y entréguela en el tercer piso de la Alcaldía de Durham o por internet (ver instrucciones de como pagar en línea en la próxima página) después que empleados de la Ciudad le hayan confirmado que la propiedad puede conectarse a las tuberías de agua potable y/o de drenaje sin anexar la propiedad. Incluya con la solicitud.

☐ $104

☐ Informe del Departamento de Salud Ambiental del Condado de Durham (Durham County Health) si la propiedad tiene un pozo contaminado y/o sistema séptico averiado

SOLICITUD

Nombre del Dueño/a: _____

Correo Electrónico: _____ # Teléfono: _____

Dirección del Dueño/a: _____

Dirección de la Propiedad (si distinta a la indicada arriba): _____

Tipo de conexión solicitada (marque todas las que apliquen):

☐ Servicio de agua

☐ Servicio de drenaje

Instructions to pay Durham Public Works
Utility Extension Agreement (UEA) $104 application fee

With the current COVID 19 health crisis and North Carolina Stay at Home order, we are in the process of moving to online payment of all fees. We do not currently have a pay portal specifically for payment of our Utility Extension Agreement (UEA) $104 application fee, so we have figured out a "work-around" to be able to accept these fees through a portal set up for building permit review fees.

Therefore, the link given below will take you to a "PW Building Permit Plan Review Fee" page asking you to choose a type of building permit and then fill in your building permit number and address. For paying the $104 UEA fee, you will choose "PW **Commercial** Building Permit Plan Review**" as your Payment Type.** Then instead of entering a building permit number, you will **need to enter 12345678**. In the Street Address field, you will enter **"UEA" followed by the Street Address** location of the UEA. See the step-by-step instructions below.

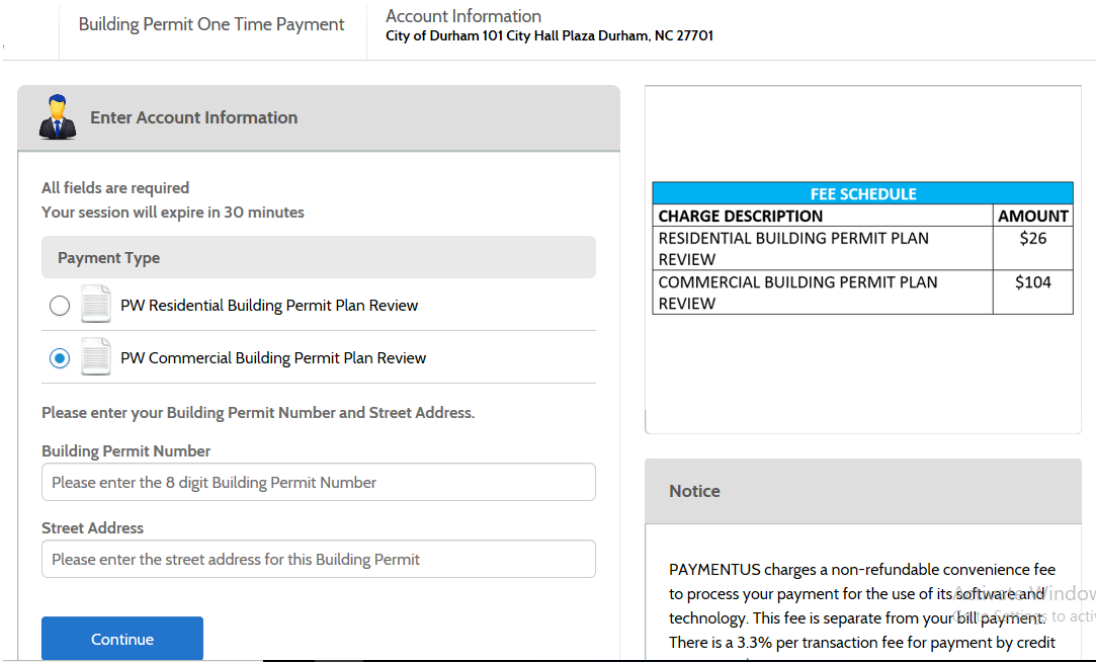
Thank you for your patience as we transition to new systems during this health crisis.
If you have any questions about the instructions below, please contact me at
Rachel.Handel@DurhamNC.gov
Thank you,

Rachel Handel
Engineering Customer Service
Public Works Department
City of Durham
Rachel.Handel@durhamnc.gov

PUBLIC WORKS
CITY OF DURHAM

To pay Public Works Utility Extension Agreement (UEA) $104 application fee:
go to the Public Works Building Permit Plan Review payment portal by clicking this link https://ipn2.paymentus.com/rotp/dhbp
or by copying the link into your browser https://ipn2.paymentus.com/rotp/dhbp

-- which will bring up this screen.



Public Works Utility Extension Agreement (UEA) $104 application fee

https://ipn2.paymentus.com/rotp/dhbp

1. Under Payment Type, select "PW **Commercial** Building Permit Plan Review"

2. In the "Building Permit Number" field, **enter 12345678**.
   (this field must be filled in with eight numerical digits to avoid an error message)

3. In the "Street Address" field **enter *UEA- street address of the UEA*** (note: NO City/State/zip needed)
   Example: UEA – 614 Carmichael Ave
   (Note that this field has a 32 letter/number/symbol/space limit, so if you have a very long street name, just type in as much of the street name as will fit.)

4. Hit the continue button.

5. Fill out the payment information fields for echeck or credit card.

6. In the "Pay This Amount" field, enter $104.00.

7. Hit the continue button

8. Check your email – you should have a payment confirmation email.