

**West Jackson County Utility District**  
**West Jackson County is an equal opportunity employer and provider**  
**Application for Commercial -Water &Wastewater Services**

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(Name of business, as listed on business license, requesting connection)

This contract made and entered into on the \_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_, by and between the West Jackson County Utility District, hereinafter called WJCUD, a body politic and corporate Entity created and existing under and by virtue of Senate Bill #2251 and a Resolution of the Board of Supervisors of Jackson County, Mississippi, adopted on the eight day of January, 1974

(Name of company requesting connection)

referred to as \_\_\_\_\_, a \_\_\_\_\_ corporation.

(Short name or abbreviation of company)

(State)

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**Business name** (print) \_\_\_\_\_

**Contact Telephone Number** (      ) \_\_\_\_\_

**Business Location Address** (print) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Name of Authorized Agent** (print) \_\_\_\_\_

**Business TIN** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**Applicant's Drivers License** \_\_\_\_\_

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Ethnicity(OPTIONAL):   \_\_African American   \_\_Asian   \_\_Caucasian   \_\_Hawaiian   \_\_Hispanic/Latino  
                                  \_\_Native American   \_\_Other

The prevailing deposit for a commercial business will be charged and paid before any service is utilized. Commercial Property Owners may have their deposit waived provided they elect automatic bank draft and have no drafts returned for any reason. Should any draft be returned, the deposit will be payable immediately.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## AUTOMATIC BANK DRAFT ENROLLMENT FORM

**NOTE: READ THIS PORTION VERY CAREFULLY!!!**

We are pleased to offer **FREE** automatic draft for payment of your utility bills. **Property Owners** will be eligible to have their required deposit waived if they set up bank draft at the time of their application for service.

**The current utility deposit amount will become due immediately to avoid service interruption PLUS ALL FEES if any draft is returned for any reason or if customer calls to cancel their draft.**

Customer Signature: **X** \_\_\_\_\_

Bank Name: \_\_\_\_\_

Routing # \_\_\_\_\_ Account# \_\_\_\_\_  
Checking or Savings

Draft will start on your first billing cycle.  
Cycle 1 will draft on the 15<sup>th</sup> of the month <sup>OR</sup> **NEAREST business day**, Cycle 2 on the **last BUSINESS** day of the month.

**PAYMENT MUST BE MADE 5 BUSINESS DAYS PRIOR TO BANK DRAFT DATE TO AVOID DRAFT OUT OF YOUR ACCT.**

Please attach a voided check to ensure proper set up of your bank account information. Thank you for your business.

**X** \_\_\_\_\_ Date Received: \_\_\_\_\_  
Customer Signature CSR Initials: \_\_\_\_\_

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**IMPORTANT NOTICE:**

I understand that it is my responsibility to see that all faucets are turned off when requesting water service from WJCUD. West Jackson County Utility District will not be held liable for damages incurred if a faucet is left open when service is turned on.

**SIGNATURE X** \_\_\_\_\_

**PLEASE READ BEFORE SIGNING**

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**WHEREAS**, the WJCUD is authorized by law to connect private homes and businesses' water & wastewater systems to pumping stations and treatment facilities of the Jackson County Utility Authority (JCUA);

**WHEREAS**, WJCUD has signed a contract with JCUA for treatment of all wastewater originating in WJCUD's district;

**NOW THEREFORE**, in consideration of the mutual promises herein contained, the parties heretofore agree to the following:

1. The individual business agrees to abide by all the terms and conditions of WJCUD's contract with JCUA, including JCUA's "Rules & Regulations" document. A copy of both are on file at WJCUD's office, and may be viewed upon request during normal office hours.
2. WJCUD has adopted a "Sewer Use Ordinance" (SUO) for its franchised area. By signing this contract, the business agrees to abide by the requirements of the SUO. The SUO is on file in WJCUD's office, and can be viewed by anyone during normal business hours.
3. **New** business locations must prepare plans and specifications of the requested water and wastewater system (s) and submit them to WJCUD, and JCUA for review prior to construction. The connecting lines on public right – of – way must be approved by the Department of Environmental Quality / Office of Pollution Control (DEQ/OPC) and all other necessary authorities. **Note: The individual business is responsible for proper planning, design, construction, operation, maintenance, replacement, performance, and fiscal integrity of the project. WJCUD's approval of any plans and specifications does not relieve the business or any others of any responsibilities and is for administrative purposes only, and does not establish or convey any such liability or responsibility.**
4. The system must be approved by WJCUD and constructed in accordance with the state of Mississippi plumbing code.
5. A grease interceptor shall be installed in the waste line leading from sinks, drains or other fixtures in the following establishments when, in the opinion of WJCUD, a hazard exists; restaurants, hotel kitchens or bars, factory cafeterias or restaurants, clubs, or other uses where grease can be introduced into the drainage system in quantities that can affect line stoppage or hinder sewage disposal. At a minimum, the grease trap must be an approved baffled system sized to have enough capacity so that cleaning of the grease trap is not necessary for at least 90 days or longer. Under the sink style grease traps are not permitted unless specifically approved by WJCUD. Cleaning of the grease trap must be done regularly and disposal of the grease must be done in accordance with the district, state and federal laws.
6. The business must furnish and install an **approved** electronic read water meter. The water meter must be housed in a box and easily accessible. The bottom of the water meter box, below the water meter must have a bed of sand or pea gravel. Water use will be the basis for invoicing the wastewater treatment cost. The current treatment rate will be payable monthly. Rate will be determined either by increase or decrease if the JCUA or WJCUD makes a change in their current price. Any business that declares they use water in the course of their business, which does not enter the wastewater system, may purchase and install an irrigation meter to prevent sewage charges on the usage.
7. The individual business is responsible for the design and construction of their entire system. Should any part of the business line run on public rights–of–way, WJCUD will size the line. After completion of the line on public right-of way, and a pressure test is conducted and approved, ownership is transferred to WJCUD, who will then be responsible for maintenance.
8. The business agrees to pay WJCUD the prescribed tap-in fee, which applies to a specific type of business being constructed. If there is any question as to what tap-in-fees apply, WJCUD will provide any clarification necessary to determine which fees apply. Payment of any required tap-in fees must be included with the business contract before any services are utilized.
9. The business agrees to pay WJCUD a late fee of 10% should the business not pay its monthly wastewater bill, as provided by WJCUD by invoice, by the date indicated on the invoice.
10. Before wastewater is pumped into any sewer lines connected to JCUA's pumping stations, you must notify WJCUD in writing for the purpose of establishing a start date/meter reading for billing of the wastewater to be treated.

11. WJCUD must be allowed to inspect all connections to its wastewater collection system prior to back-filling or covering up. Coordination with WJCUD, in advance of any such connection, is required to allow WJCUD enough time to schedule the inspection. WJCUD will provide a written report of any such inspection.

12. The applicant understands that the sewer line connecting his residence to the grinder station, or the gravity sewer line from the residence to the property line, or the water line from the residence to the water meter is the property of the applicant, therefore any damage or repairs to these lines are the responsibility of the applicant. WJCUD retains the right to inspect said lines and require any repairs that may be necessary to prevent leakage into or out of the water or sewer system. The applicant agrees to give ingress/egress of his property to the WJCUD for the express purpose of repair, inspection, and maintenance of the water/sewer system.

13. Storm and surface water must not be drained into the wastewater system.

14. Wastewater will not be accepted by WJCUD, until the terms of this contract are met.

15. All WJCUD Water and Sewer service connections MUST BE FREE of all obstructions (including landscape) within a 5' radius.

**Additional Requirement For Car Washes:**

The system for the car wash must incorporate in each bay a sediment collection tank and each tank is inner connected to allow for additional sedimentation. After that, the water dumps into an oil/water separator and then into a sand filter system. All chemicals (liquid soap, degreaser and wax) must be EPA approved and biodegradable.

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The applicant agrees to follow the guidelines set forth by the State Department of Health regarding onsite wastewater disposal.”

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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**OFFICE USE ONLY**

Checklist for Application for Service

CSR: \_\_\_\_\_ APPLICATION DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ ACCT.# \_\_\_\_\_

DEPOSIT AMOUNT: \$ \_\_\_\_\_ W/O# \_\_\_\_\_ WATER CODE \_\_\_\_\_

SEWER CODE \_\_\_\_\_ JCUA CODE \_\_\_\_\_

- \_\_\_\_\_ 1) Customer will need lease or proof of ownership, copy of ID (must match name of applicant). If there are co-applicants both IDs must be copied and both must sign application.
- \_\_\_\_\_ 2) Check address to make sure we service.
- \_\_\_\_\_ 3) Have customer complete application. Once completed, search for balances owed by customer or other parties on lease. **If balance owed, clear balance before continuing.**
- \_\_\_\_\_ 4) Review all fields on application and make sure bank draft information is complete or deposit is paid. Make copies of ID(s) and deposit receipt. Make copies of application to give to customer.
- \_\_\_\_\_ 5) If previous tenant is not inactive do moveout and scan into old tenant account. Do Work Order.

Revised 2/24/2021