

**Step by Step Instructions to Connect Your Home in the Holly Brook Neighborhood
to the Town of Cary Water and/or Sewer Services
(Irrigation Services Excluded)**

These instructions apply only to domestic/potable water services and residential sewer services. For questions concerning irrigation meters/services, please contact Brian Drake at (919) 462-3836.

1. Homeowner contracts with a plumber to verify home's water system is ready for connection to Town's system (pressure reducing valve, whole house shutoff, backflow prevention, etc. are installed and working)
2. The Town of Cary will prepopulate a residential permit application and a water/sewer service connection application and send to homeowners for signatures.
3. The homeowners or plumber returns the signed applications to the Town's Development Services Department, indicating who is performing the work. The phone number to the Inspections & Permits Department is (919) 469-4340.
 - a. The Holly Brook Homeowners Association has communicated to the Town that they will be paying the plumbing permit fee, the electrical permit fee, and the meter fee.
 - b. **Make note of your unique permit number referenced in the notification letter to the Inspections and Permits Department when applying for this permit.**If property has a sewer pump that will be abandoned, then either the homeowner or the plumber will obtain an electrical permit from Town of Cary Inspections & Permits Department
4. Pickup your permit cards from Development Services.
5. The plumber verifies home water system components are ready for hookup. After the plumber verifies the home's water system is ready for connection to the Town's system, the plumber or homeowner calls the Town of Cary Inspections and Permits Department for a "rough-in" inspection of the water system. A Town Inspector reviews the "rough-in" work for approval based on Town of Cary and State Plumbing Code requirements.
6. HOA pays the development and connection fees to the Town.
7. The plumber installs sewer lines between house and clean-out located at or near the right-of-way or edge of the easement but does not make the connection. The plumber or homeowner calls the Town of Cary Inspections and Permits Department for a "rough-in" inspection of the sewer system. A Town Inspector reviews the "rough-in" work for approval based on Town of Cary and State Plumbing Code requirements. Note #5 and #7 could be done simultaneously, but the homeowner should complete the "rough in" of the home's water system as soon as possible to ensure on-time connection of water.
8. The Town's contractor, Moffat Pipe, will coordinate with the Town of Cary Public Works Department at (919) 469-4090 to request the water meter be installed in the meter box when ready. We will verify that the "Rough In" of the home has been completed. If not, no meter can be set.
9. The Town of Cary will notify the homeowner by letter that the project is complete and the sewer connections are available.
10. The homeowner and the plumber need to ensure that the existing water and sewer lines serving the house remain in service until item #12 has been completed.
11. Upon completion of the Town Project and approval of the sewer "rough-in" inspection by the Town Inspector, the plumber connects the sewer lines to the house and to the Town's connection points.
12. The plumber calls the Town of Cary Inspections and Permits Department for a "final" inspection. At the "final" inspection the inspector will review the following items for approval:

- a. The new connections, and the location where the old septic line was cut, to ensure that it is properly capped.
 - b. Backwater Valve, if required.
13. Once the private sewer pump has been removed from service (if removed), the plumber or electrician shall safely terminate the electrical service to the pump and panel and call the Town of Cary Inspections and Permits Department for an electrical inspection.
14. Upon approval from the electrical inspector, the project is complete.
15. The homeowner or plumber coordinate with Wake County for the proper abandonment of the existing sewer.