

## City of Morgan Hill Commercial Water Service Application Checklist:

### **\*Download/print the water application form**

- ☐ complete all fields
- ☐ read the information, and
- ☐ ensure the owner or board member of the business signs the form.

### **Include the following (in one email) with your application:**

- ☐ Photo of the signature holders (owner/board member) driver's license
- ☐ If you are an LLC or Inc, provide a copy of your State of California, Secretary of State filing or
- ☐ If you are operating under a FBN, a copy of your Santa Clara Co filing.

### **\*Did you purchase the property?**

- ☐ you must also submit your private sewer lateral and plumbing fixture certificates.

### **\*Submit your completed application and documents in one of the following methods:**

1. in our office (17575 Peak Ave) or
2. by email to: [utilitybilling@morganhill.ca.gov](mailto:utilitybilling@morganhill.ca.gov)

### **Other things to know:**

Business licenses: Due annually by July 1<sup>st</sup> each year – contact HDL: <https://morganhill.hdl.com>

### **Backflows:**

\*You have a backflow and you are required to have it tested annually, on time (for all domestic, landscape, and fire/sprinkler devices).

Information can be acquired from Public Works, 408-776-7333.

\*Annually, you will be billed for the "annual backflow administration fee" on your water bill; typically the first quarter of each calendar year.

### **Irrigation accounts:**

\*Per California law, you can water functional turf only

\*All others, follow the city's irrigation schedule.



City of Morgan Hill – Utility Billing Dept.  
17575 Peak Ave., Ste#100  
Morgan Hill, CA 95037

**Phone: (408) 779-7221**

**Email: [utilitybilling@morganhill.ca.gov](mailto:utilitybilling@morganhill.ca.gov)**

## CITY OF MORGAN HILL UTILITY SERVICES APPLICATION & CONTRACT

☐ Commercial-Bldg      ☐ Fire-Sprinkler      ☐ Landscape      ☐ Multi-Residential

Date service requested\* \_\_\_\_\_ Service Address \_\_\_\_\_

\*requires one business day notice Monday-Friday

Business Name \_\_\_\_\_

Owner of Business \_\_\_\_\_

Contact Person (name and position) \_\_\_\_\_

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

Fed Tax ID # and Driver's License #: \_\_\_\_\_

Business Phone No. \_\_\_\_\_ Alternate Phone No \_\_\_\_\_

Nature of Business, and MH Lic # \_\_\_\_\_ **Backflow S/N # (required):** \_\_\_\_\_

Primary Contact (for billing) email \_\_\_\_\_

Do you rent or own the building If renting: name & number of owner \_\_\_\_\_

**\*\*COPIES OF DRIVER'S LICENSE AND ARTICLES OF INCORPORATION OR LLC  
OF BUSINESS MUST ACCOMPANY THIS APPLICATION\*\***

### **CUSTOMER AGREES:**

- To pay for the utility rates and penalties in effect, subject to change at any time, including the **service charge fee of \$50.00 for all new or reactivating accounts. This fee will be billed on the first month's bill.** This contract shall take effect on the date signed and rates shall be charged from the date services are provided. This contract is subject to all provisions of Morgan Hill Municipal Code Chapters 13.04 and 13.16, as amended from time to time.
- To not hold City responsible for any damage by water or by other cause resulting from defective plumbing or appliances on the premises supplied with water, installed by the owner or occupant. Customer acknowledges that the fact that the agents of City have inspected the plumbing and appliances shall not be pleaded as a basis of recovery in case of damage to the premises from defective plumbing or appliances installed by the owner or occupant.
- To not hold City responsible for damage caused to property of owner or occupant when water service is turned on. It is Customer's responsibility to ensure that all faucets on premises are turned off.
- That, in case the supply shall be interrupted or fail by reason of accident or any other cause whatsoever, City shall not be liable for damages for interruption or failure, nor shall such failures or interruptions for any reasonable period of time be held to constitute a breach of contract on the part of City or in any way relieve Customer from performing the obligations of this contract.
- That failure to receive utility billings will not be recognized as a valid excuse for failure to pay utility billings when due. The City's Finance Department must be notified of any change in occupancy or any change in mailing address. Customer acknowledges that unless Customer notifies City at least one business day in advance that Customer desires to stop utility services, Customer will be responsible for all utility charges until Customer notifies the City **in writing**.
- That City reserves the right at any time to shut off the water supply because of repairs, extensions, nonpayment of rates or any other reason, and City shall not be responsible for any damage such as bursting of boilers supplied by direct pressure, the breaking of any pipe or fixture, stoppage or interruption of water supply or any other damage resulting from the shutting off of water.
- That Customer understands that it is unlawful for any person, unless duly authorized by the superintendent, to disturb, interfere with or damage any water main, water pipe, machinery, tools, meters or any other appliances, buildings, improvements, lawns, grass plots, flowers, vines, bushes, trees or other property belonging to, connected with or under the control of the municipal water supply system of City.

**Authority to Execute. Those individuals who are signing this Agreement on behalf of entities represent and warrant that they are, respectively, duly authorized to sign on behalf of the entities and to bind the entities fully to each and all of the obligations set forth in this Agreement.**

**\*\*Please contact the Utility Billing offices after submission to ensure receipt of request\*\***

**I have selected the purpose of the requested meter above.**

_____ Date	_____ Signature of Business Owner or Board Member (Digital Signature Not Accepted)	_____ Print Name and Title of Signer
_____ Date	_____ Signature - Secondary (Digital Signature Not Accepted)	_____ Print Name and Title of Signer