



CITY OF DOTHAN  
ROY DRIGGER'S MUNICIPAL BUILDING  
126 NORTH SAINT ANDREWS STREET, DOTHAN, ALABAMA 36303

## How to Obtain Commercial or Residential Dothan Utility Service (Temporary/Permanent Electric, Permanent Water and/or Sewer Service)

- Step I.** You **must possess** a City of Dothan **Business License**. (Unless you are the builder and you own the property on which the structure will be built.)
- YES Proceed to **Step II**
- NO Obtain a **business license** from the Business License Office and then proceed to **Step II**.  
**City Clerk Department, Business License Division**  
**Room #319 located on the 3<sup>rd</sup> Floor of the Roy Drigger's Municipal Building**  
**[Phone Number: (334) 615-3165 or (334) 615-3166]**
- Step II.** You **must have** a valid E-911 Address for the Property to be permitted.
- YES Proceed to **Step III**
- NO Proceed to the E-911 Addressing Agent to obtain a valid address, then proceed to **Step III**.  
**Wayne McKinnon, E-911 Addressing Agent**  
**Public Works Department, Engineering Services Division**  
**Room #309 located on the 3<sup>rd</sup> Floor of the Roy Drigger's Municipal Building**  
**[Phone Number: (334) 615-4437 [wmckinnon@dothan.org](mailto:wmckinnon@dothan.org)]**
- Step III.** You **must have** obtained a **Building or Electric Permit**
- YES Proceed to **Step IV**
- NO Obtain a permit from the Permits & Inspections Office and then proceed to **Step IV**.  
**Planning and Development Department**  
**Permits and Inspections Division**  
**Located in Room #315 located on the 3<sup>rd</sup> Floor of the Roy Drigger's Municipal Building**  
**[Phone Number: (334) 615-4450 [dcscurlock@dothan.org](mailto:dcscurlock@dothan.org)]**
- Step IV.** Proceed to the **Permits and Inspection Office** to obtain new utility installation services:  
**Planning and Development Department**  
**Permits and Inspection Division**  
**Located in Room #315 on the 3<sup>rd</sup> Floor of the Roy Drigger's Municipal Building**  
**Phone Number: (334) 615-4450 [dcscurlock@dothan.org](mailto:dcscurlock@dothan.org)**

1. Provide the Following:

- 1.1. Responsible Party information and possess a Valid ID for Proof of Identification
- 1.2. Letter of authorization if service is to be put in the third party's name (Permanent Service)
  - 1.2.1. Contractor/Subcontractor can place service in Permanent Business's name with Authorization on Permanent Business's Letter Head.
  - 1.2.2. Contractor/Subcontractor can place service in Permanent Residential Customer's name with Letter of Authorization and a copy of the Occupying Resident's Driver's License.
- 1.3. Provide Permit Number
- 1.4. Social Security Number/Tax Identification Number
- 1.5. VALID Street Address
- 1.6. Payment of Required Fees and Obtain Receipt

**NOTE:**

- Electric poles will be placed at the discretion of the Dothan Utilities, Electric Division where facilities are available.

2. Temporary Electric Pole Rates:

City furnishes the Pole

Installation	\$ 40
Labor	<u>15</u>
	\$ 55

Individual or Homeowner's Electrician or Builder Furnishes T. E. Pole

Installation	N/A
Labor	<u>\$ 15</u>
	\$ 15

3. For Electric Service to go Permanent, a Permanent Deposit is needed.

- 1.1. Permanent Residential Deposit \$100 Minimum  
(Dependant upon Credit History)
- 1.2. Permanent Commercial Deposit \$150 Minimum\*

\*Assessed per the Code of Ordinances at twice the monthly average as set by the Finance Director. Deposit may be waived with good credit history for existing customers with multiple services.

**NOTE:**

- **Customer must call Dothan Utilities, Electric Division, at the number below for location to place pole and an inspection must occur before tap up is allowed.**

**Dothan Utility Department or Dothan Utilities  
(Electric, Water and Sewer Divisions)  
Located at 200 Kilgore Drive  
[Phone Number: (334) 615-3300 [dothanutilities@dothan.org](mailto:dothanutilities@dothan.org)]**

1.3. In the event electrical service (not new construction) is to be reestablished for permanent or temporary service, approval is required from (1) Fire Marshal and (2) Permit & Inspections Division, if the building/residence has been unoccupied for the following:

- 1.3.1. Residential - Unoccupied for a period exceeding twelve (12) months
- 1.3.2. Commercial - Unoccupied for a period exceeding six (6) months

2. Water Service Installation (Residential, Irrigation or Sprinkler, and/or Commercial):

2.1. To Determine/Confirm any Water Service Costs call the **number in bold above** for Dothan Utilities, Water Engineering Section and Request to Speak to a Water Engineer.

2.2. Pay Required Water Deposit:

- 2.2.1. Residential (If customer has City Electric Service) = NO Additional Deposit Required
- 2.2.2. Residential (Without City Electric Service) \$10
- 2.2.3. Residential Irrigation (Not Primary Water Meter/ Sprinkler) \$10
- 2.2.4. Temporary Commercial Water (Only) Service and Irrigation \$25
- 2.2.5. Commercial Water (Only) Service and Irrigation\* \$25 Minimum

\*Assessed per Code at twice the monthly average as set by the Finance Director.

2.3. Water Meter Set - Service Installation, Irrigation or Sprinkler (Water Lateral Present without Water Meter & Lateral set by Developer):

2.3.1. Residential & Commercial Water Meter Set Fees:

- 2.3.1.1. ¾ Inch Water Meter Set \$ 150
- 2.3.1.2. 1 Inch Water Meter Set \$ 200

**NOTE:**

- To Confirm costs or for Larger Sized Meter Set please call the number in bold above for Dothan Utilities, Water Engineering Section, and Request to Speak to a Water Engineer
- If Questions arise Concerning the Cost of Water Service call the Dothan Utilities, Water Engineering Section, at the **number in bold above**.
- When a fee is in question, either call a water engineer (at the number in bold above) to confirm or charge the higher fees as in section 5.4 below. If an overcharge occurs, a refund will be issued upon that determination.

2.4. Water Service (Required to Install Water Lateral to Property with Water Meter):

2.4.1. Residential (Includes \$300 tap fee)

- 2.4.1.1. ¾ Inch Service \$ 450
- 2.4.1.2. 1 Inch Service \$ 500

2.4.2. Commercial (Includes \$300 tap fee)

- 2.4.2.1. ¾ Inch Service \$ 450
- 2.4.2.2. 1 Inch Service \$ 500
- 2.4.2.3. 2 Inch Service \$1,250

**NOTE:**

- To **Confirm costs or for Larger Sizes** please call (334) 615-3300 & Request to Speak to a Water Engineer.
  - If **Bore/Street Cut** is required, an additional \$250 Fee is assessed. (Major Bores, Large Diameter Bores or Special Conditions will Require Specific Pricing.)
3. If a specific location of the Water Meter is desired the City will attempt to accommodate the customer's location providing the site conditions allow and the location meets Departmental requirements. To confirm a location, call (334) 615-3300 and request to speak to a water engineer or e-mail ([dothanutilities@dothan.org](mailto:dothanutilities@dothan.org)).

4. Fire Service Tap Fees:

2 inch	\$ 500
3 inch	\$ 900
4 inch	\$ 950
6 inch	\$ 1,450
8 inch	\$ 1,750
10 inch	\$ 2,350
12 inch	\$ 2,650

**NOTE:**

- If a **Lateral is NOT in place** and a **Street Cut** is required an additional \$250 Fee is assessed.
  - The **Contractor is Responsible to Connect** to Tapping Valve on all Fire Lines/Subdivision Connections, Resetting Valve Stand with Wire & Restore Area/Pavement.
5. Monthly Charge for a Fire Line is based on the Tapping Valve Size @ \$5.00 per Inch:

2 inch	\$10.00
3 inch	\$15.00
4 inch	\$20.00
6 inch	\$30.00
8 inch	\$40.00
10 inch	\$50.00
12 inch	\$60.00

6. Vapor Lights:

- 6.1. Customer contacts Dothan Utilities
- 6.2. City's representative (Jason Shiver) will go to the Customer's Home
- 6.3. Customer will sign a two year contract.
- 6.4. Customer will bring signed contract to Dothan Utilities
- 6.5. Contract will specify the installation charges and deposit to be collected
- 6.6. Monthly charges are dependant upon what type of light and pole is installed

7. Work Order will be issued to the respective utility (water, electric or sewer) for processing.

**NOTE:**

- **The work order will take a MINIMUM of Ten (10) Working Days to complete!**