



# Schedule your Water Connection

For connections **3" or larger**: Complete and submit a *New Water Connection Request* form when ready for new service. Please anticipate a 4–6 week lead time from the date of your request to the date of installation.

## ***Before scheduling, you must have the following:***

- Approved Utility Plan
- Water Connection Permit

**i** *Receipt of a new water connection permit **does not** initiate the scheduling process!*

## ► **To schedule your connection:**

1. Complete the [New Water Connection Request Form](https://water.phila.gov/pool/files/new-connection-form.pdf), provided with your approved utility plan and/or connection permit.  
<https://water.phila.gov/pool/files/new-connection-form.pdf>
2. Email the completed form to: [PWD\\_Water\\_Connections@phila.gov](mailto:PWD_Water_Connections@phila.gov)

*You'll receive a confirmation email with the details needed to follow up on the status of your request.*