



DEPARTMENT OF PUBLIC SERVICES

Director's Office
415 Stockbridge Avenue
Kalamazoo, MI 49001
Phone: (269) 337-8660
Fax: (269) 337-8533
www.kalamazoo-city.org

New Water Service Customer Application Process

- 1. If your site is located in the City of Kalamazoo, City of Portage, or City of Parchment, proceed to Step 3. Otherwise, go to the corresponding township hall, addresses are listed below:
Kalamazoo Township – 1720 Riverview Drive, 269-381-8080
Oshtemo Township – 7275 West Main Street, 269-375-4260
Texas Township – 7110 West Q Avenue, 269-375-1591
Pavilion Township – 7510 East Q Avenue, 269-372-0462
Comstock Township – 6138 King Highway, 269-381-2360
Richland Township – Gull Lake Sewer & Water Authority – 7722 North 37th Street, 269-731-3663
Cooper Township – 1590 West D Avenue, 269-382-0223*
- 2. Request a permit for a new water service, paying any local assessments required.*
- 3. Proceed to the City of Kalamazoo Treasurers office at City Hall located at 241 W. South St downtown Kalamazoo to request a new service installation, presenting a permit from the corresponding township as needed. You will pay \$100 for the service installation.*
- 4. In addition a \$60 security deposit for billing is required by the City of Kalamazoo for new customer*
- 5. The new water service will be scheduled within 2 weeks of the City of Kalamazoo receiving the new service request if the site is ready for installation, or when the site is ready when applying in advance.*
- 6. The new water service installation will be performed either by City of Kalamazoo work crews, or by a contractor retained by the City of Kalamazoo.*
- 7. After the work has been completed, you will receive the final bill for the installation. The final cost of the service installation varies on whether a complete service was constructed, meaning new copper water service from the water main to the meter setting location, or if only the yard side portion of the service was completed, meaning the portion from the curb shutoff to the meter setting location. If a complete service was installed, the total bill will be \$4,600.00. If only a yard side portion of a service was installed, the total bill will be \$1700.00.*

*Questions to City of Kalamazoo may be addressed to:
Public Services – 269-337-8601*