



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**.

**Public Works 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 [asrana@dothan.org](mailto:asrana@dothan.org)]**

**Step IV.** Proceed to the **Dothan Utility Collection Office** to **obtain** Dothan Utility Service:

**Finance Department**  
**Utility (Billing and Collection) Division**  
**Located in Room #209 located on the 2<sup>nd</sup> Floor of the Roy Drigger's Municipal Building**  
**[Phone Number: (334) 615-4100 [dothanutilities@dothan.org](mailto:dothanutilities@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                                | 15        |
| Temporary Deposit (Refunded/Applied) | <u>25</u> |
|                                      | \$ 80     |

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

|                                      |           |
|--------------------------------------|-----------|
| Installation                         | N/A       |
| Labor                                | \$ 15     |
| Temporary Deposit (Refunded/Applied) | <u>25</u> |
|                                      | \$ 40     |

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.

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 (Dan Danford) 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!**