



citizens energy group

Operations Pay Jobs for Developer Projects Plan Review and Permitting Process

An Operations pay job may be required when a private development requires a tee, service relocation, or other work on an existing Citizens water asset.

Step 1: During the plan review of the associated private development project, the development's assigned plan reviewer will identify that an Operations pay job may be required.

- > Internal - Preliminary Operations Pay Job Assessment

Please note: Operations pay jobs are separate projects from private development projects (water main extensions, sanitary main extensions, water service lines, and sanitary laterals). Operations pay jobs are also separate projects from typical pay jobs that are performed by a contractor on behalf of Citizens Energy Group.

Step 2: If it is determined an Operations pay job is a possibility, the assigned plan reviewer will request billing and contact information. A note regarding the operations pay job will be added to the plans.

Please note: If the applicant chooses not to proceed with the Operations pay job, the applicant will be required to modify their development design to eliminate the need for an Operations pay job.

Step 3: As noted on the plans, the applicant will be required to notify their inspector a minimum of two weeks prior to starting construction in order for Citizens to coordinate pay job completion.

- > Internal -Operations Pay Job Initiation

Step 5: Citizens will perform the Operations pay job as described as shown on the approved Developer Main Extension plans.

Please note: Operations pay job schedules vary depending on project complexity, Operations schedule, etc. It may be two to six weeks before work begins.

Step 6: Citizens will invoice for the work upon completion.

Please note: The applicant's contractor cannot perform work on existing Citizens water assets unless previously written approval is provided by Citizens Energy Group.

For more information:

Website: info.citizensenergygroup.com/permits-and-forms

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