

City of Ontario  
444 SW 4th Street  
Ontario, OR 97914

**Work Order Request**

Assigned to: \_\_\_\_\_

Dept: Eng

Work Order #: \_\_\_\_\_

Outside City Limits:

Location: \_\_\_\_\_

Type: \_\_\_\_\_

**Date Requested:** \_\_\_\_\_

Taken by: \_\_\_\_\_

Requested by: \_\_\_\_\_

Work Request: \_\_\_\_\_

**Water Service-Domestic** Size:

**Water Service-Fire** Size:

**Sanitary Sewer** Size:

**Other** Size:

**NOTES:**

This Policy applies to new construction only:

1. All builders will be charged a "construction rate" during the 90 day period after a meter is set in place
2. After the 90-day period, the regular water, UCF and storm rate will be in effect, regardless of occupancy.  
The date that the sewer rate will be implemented is the date of the "Certificate of Occupancy."
3. The builder will sign a statement of understanding regarding the aforementioned policy at the time the meter is requested. The construction rate shall be the same as the one unit rate. No sewer rate is charged during construction. Ontario Municipal Code: 8-11-22 Construction Rate.
4. **THE CITY IS ALLOWED FORTY-EIGHT (48) HOURS BEFORE COMMENCING WORK ON THIS ORDER.**

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

BILLABLE ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

**Work notes:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Completed**

Employee: \_\_\_\_\_

Hours worked: \_\_\_\_\_

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\_\_\_\_\_  
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