



"RE-BUILDING THE CITY'S WATER SYSTEMS FOR THE 21ST CENTURY"

Sewerage & Water Board OF NEW ORLEANS

625 ST. JOSEPH STREET
NEW ORLEANS, LA 70165 • 504-529-2837 OR 52-WATER
www.swbno.org

Re: Sewer Service Allowance
Customer of record:
Service Location:
Account Number:

Dear Customer:

The rules and regulations of the Sewerage and Water Board of New Orleans impose a monthly quantity charge for each 1000 gallons of wastewater disposed through the sanitary sewer system. Any customer who can demonstrate that a portion of wastewater is disposed through another method, such as, storm drainage system, evaporation, contained in product, etc. may be allowed to obtain an exemption from paying sewer charges on that portion of water.

However, no exemption allowance can be granted without completing an application once a year. If you wish to receive sewer service allowance, you must complete the enclosed form include a check for \$100.00 made payable to the Sewerage and Water Board of New Orleans and return to the address below within thirty days of receipt of this letter.

*Sewerage and Water Board of New Orleans
Special Accounts Department, Room 140 – Attention: Tracy Taylor
625 St. Joseph Street
New Orleans, La. 70165*

If you have any questions concerning this matter, please contact me at ttaylor@swbno.org.

*Sincerely,
Tracy Taylor
Special Accounts*



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SEWERAGE AND WATER BOARD OF NEW ORLEANS

SPECIAL ACCOUNTS DEPARTMENT, ROOM 140
625 St. Joseph Street, New Orleans, LA 70165
Phone: 504-585-2298

APPLICATION FOR SEWER SERVICE ALLOWANCE (SSA)

Application hereon is required for an inspection of the referenced premises to determine if I qualify for Sewer Service Allowance (SSA). I understand such allowance may be granted to cover ONLY the quantity of water delivered to a metered service location that is disposed of through the drainage system, lost through evaporation, contained in product or some other reason for not being discharged to the sanitary sewer system. I understand such allowance, if approved, is based on the size of the facility and the rate of water consumption for the one year period prior to the application. An inspector from the Environmental Affairs Department will be conducting an inspection to verify this information.

Customer of Record:

SWBNO Account Number:

Service Location:

Facility contract

Name: _____ Title: _____
Phone: _____ Email: _____

Person completing form

Name: _____ Title: _____
Phone: _____ Email: _____

Person to contact to schedule inspection

Name: _____ Title: _____
Phone: _____ Email: _____

Applicant (Print)

Signature

Date Signed

COMPLETE ALL APPLICABLE INFORMATION. IF A SECTION DOES NOT APPLY, INDICATED BY MARKING NOT APPLICABLE.

Swimming Pool

Not Applicable: _____
Installation date: _____ Installation date not known: _____
Dimension of pool, including depth: _____
Volume of pool, gallons: _____ Volume not known: _____
Pool type: _____ In ground _____ Above ground

Boiler

Not Applicable: _____
Number of boilers: _____
Boiler No. 1
Installation date: _____ Installation date not known: _____
Make and model of boiler: _____
Boiler rated horsepower: _____

Boiler No. 2
Installation date: _____ Installation date not known: _____
Make and model of boiler: _____
Boiler rated horsepower: _____

Boiler No. 3
Installation date: _____ Installation date not known: _____
Make and model of boiler: _____
Boiler rated horsepower: _____

Add additional boiler information at the end of the application if more than three boilers are at the facility.

Irrigation

Not Applicable: _____
Size of area irrigated, units must be in square feet: _____
Map of area being irrigated, attach with application
Frequency of watering, account for seasonal variation: _____

If meter is used, provide monthly average of water usage for last 12 months, attach with application.

Air Conditioning (Cooling Tower)

Not Applicable: _____

Number of cooling towers: _____

Cooling Tower No. 1

Installation date: _____ Installation date not known: _____

Make and model of cooling tower: _____

Rated tons of cooling: _____

Cooling Tower No. 2

Installation date: _____ Installation date not known: _____

Make and model of cooling tower: _____

Rated tons of cooling: _____

Cooling Tower No. 3

Installation date: _____ Installation date not known: _____

Make and model of cooling tower: _____

Rated tons of cooling: _____

Add additional cooling tower information at the end of the application if more than three cooling towers are at the facility.

Diagram

Piping diagram showing waste stream for blow down discharge from boiler(s) and cooling tower(s) and/or air conditioning unit. Detailed specification and location of any installed water meter or discharge meter.

Sewer and Water Usage Log

Log of sewer meter readings and water usage meter readings: minimum six months of data collected on monthly basis, 12 months of data collected on monthly basis is preferred.

_____ This facility does not have internal meters and therefore does not keep logs.

_____ This facility has internal meters, but no logs are kept.

_____ Copies of logs are attached at the end of this application

Report Completed by Outside Firm

If this application is completed by outside engineering firm, the information must be verified as accurate and complete. This will require the signature and seal of a professional engineer licensed in the State of Louisiana.

Persons to Contact for Questions and Assistance

SSA Accounting Procedures: Rose Payne, 504-585-2298, rpayne@swbno.org

SSA Application: Mechanical Engineer, 504-865-0115, swoo@swbno.org

SSA Inspections: Ann Wilson, 504-942-3856, awilson2@swbno.org

Checklist for Submittal

1. Completed and sign application. If completed by outside firm, signature and stamp of professional engineer is required.
2. Check made payable to Sewerage & Water Board of New Orleans (see cover page for the amount).
3. Diagram
4. Water usage and sewer discharge logs, if applicable