



**CHENNAI METROPOLITAN WATER SUPPLY & SEWERAGE BOARD**  
**No.1,Pumping Station Road, Chintadripet, Chennai - 600 002.**

**APPLICATION FOR WATER / SEWER CONNECTION**

To  
**THE AREA ENGINEER**

Water Application No.	
Sewer Application No.	
Date of Registration	/ / 201

1 Name and Address of the Applicant

Type of Building	
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a. Legal status of the Applicant

Owner	Lessee	Power of Attorney	Others (mention specifically)
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Contact details:

Phone No.	Mobile	E.Mail:
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b. Name and Address of the owner (if the applicant is not the owner)

Contact details:

Phone No.	Mobile	E.Mail:
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2 Address of the Premises for which water / sewer connections sought

a) Whether the connection is for New Building

Yes	No
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b) Whether the connection is for Modified Building

Yes	No
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c) Whether Alteration to existing water/sewer connection

Yes	No
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3 a) Whether Rainwater Harvesting structure provided

Yes	No
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b) Whether Diaphragm Chamber structure provided

Yes	No
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4 Metro Water Area

Depot No.	CMC No. by Corporation	___/___/___/___
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Corporation Zone  
(or Local Authority Name)

Division / Ward No.	Annual value fixed as per CMC No. / Local Authority	
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5 Calculation of equivalent dwelling units and connection charges:

Sl. No	Utility of the Building	Area per dwelling unit (in Sq.m.)	Built-up Area (Sq.m)	Equivalent dwelling units (in nos.)*	Rate per dwelling Unit (in Rs.)		Amount (in Rs.)		
					Water	Sewer	Water	Sewer	
<b>Residential independent houses</b>									
1	(a1) upto 500 sq.ft. (46.47 sq.m)	Upto 46.47		1	100	100			
	(a2) upto G+1	Above 46.47 Upto 100		1	5000	5000			
	(a3) upto G+1	Above 100 Upto 200			7500	7500			
<b>All other residential buildings/flats (Buildings having G+2 and above and flats)</b>									
2	(b) All other Buildings / Flats	Upto 200			7500	7500			
<b>Non Residential**</b>									
3	Category - A	100			7500	7500			
	Category - B	50			7500	7500			
	Category - C	25			7500	7500			
<b>Mixed use of buildings (partly residential and partly commercial etc.)</b>									
4	Residential	Upto 200			7500	7500			
	Commercial	As per Sl.No.3 above			7500	7500			
<b>Reconnection / Shifting / Renewal</b>									
5	Reconnection of service connections disconnected for non-payment of tax and charges /Shifting / Renewal of existing connection	Irrespective of built up area and category for single connection		1	7500	7500			
<b>Total in Rs.</b>									

\*To be filled in by Applicant

\*\* Please see the guidelines for relevant category

6 Amount Payable :

Connection charges (as calculated above) for water	Rs.	
Connection charges (as calculated above) for sewer	Rs.	
Advance tax wherever applicable (as per para 3 of guidelines)	Rs.	
Meter testing charges (as per para 4 of guidelines)	Rs.	
Material Cost wherever applicable (as per para 5a of guidelines)	Rs.	
Charges for Private Street, wherever applicable (as per clause para 5b of guidelines)	Rs.	
<b>Total Amount</b>	<b>Rs.</b>	

**DECLARATION OF THE APPLICANT**

I/We have taken note of the contents of all guidelines and instructions.

As per the item No.11 (a) of the guidelines, I/We have made proper rainwater-harvesting arrangements and will maintain the same properly.

As per the Item No.11 (b) of the guidelines, I/We have constructed proper Diaphragm chamber arrangement and will maintain the same properly.

I know that sewerage system is meant only for conveying liquid Toilet waste. I therefore hereby undertake that I shall not discharge solid/Kitchen waste into the sewer system and in case of violation, Metro water will disconnect my sewer line.

I/We hereby undertake to promptly report the additional charges to Metro Water Board in case of any change in use of the building and in built-up area.

I/We declare that this is a new building constructed by demolishing the old building and the old water/sewer connection were already disconnected (for demolished building only).

I /We, declare that, I have paid arrears of Water/Sewer Tax and charges payable to Board.

I/We, agree to pay penalty in case of default as indicated in the guidelines and instructions mentioned in the application form.

I/We agree to forego the connections and connection charges in the event of any objections raised by Corporation of Chennai/CMDA.

I/We am/are aware the tariff structure of water/sewer charges of the Board and abide by the Rules and Regulations of Metro Water Board.

(strike whichever is not applicable)

Place:

Date:

Signature and name of the applicant.

**OFFICE PURPOSE ONLY**

The following are also to be ensured before effecting New Connection / Re-Connection / Renewal / Shifting :-

- 1) Requirement of Completion Certificate as per circular instructions in force.
- 2) The payment of Full Infrastructure Development Charges payable to CMWSSB by the applicant of Special / Multi – Storeyed Buildings.
- 3) The payment of Tax and Charges for the Old CMC Number.
- 4) The payment of Unpaid / Under Paid Infrastructure Development Charges, Connection Charges etc., if any.

Remarks, if any:

**Signature of A. E. / J. E. (REGN.)**

**GUIDELINES / INSTRUCTIONS TO THE APPLICANTS**

1. a) Applicants are requested to read the application form thoroughly and then fill.
- b) While measuring the area of the building for calculating the number of dwelling units, the covered car parking, covered portico, covered staircase, Head rooms etc. should be taken into account. However, the portion of Open to Sky (OTS) need not be included.
- c) In case of flats/apartments, equivalent dwellings should be calculated for each flat/apartment based on SI.No.2 in the table.
- d) In respect of mixed use buildings (Buildings having domestic and commercial) separate details should be furnished for the area occupied for residential and non-residential purpose and total amount payable should be worked out while calculating equivalent dwelling unit. For this purpose applicant should furnish the details of flats/apartments under residential category and other categories separately.
- e) For residential building having commercial utility also it can be considered as fully commercial when the total built up area is equal to or within one equal unit, under respective classification A or B or C whichever is applicable.  
Illustration: 90 sq.m. built up area having both residential and commercial use, then, it will be calculated as one unit of commercial unit.

2. **NON-RESIDENTIAL:** In respect of non-residential/commercial buildings the connection charges will be computed based on "Equivalent dwelling Units" basis the term to be reckoned as detailed below.  
**CATEGORY 'A':** Offices, Hospitals without inpatient facilities, Educational Institutions without Boarding and Lodging, Temples, Churches, Mosques, guest houses, shopping / commercial complexes, Cinema Theatres, Factories with or without toilets, consulting room of all kinds and similar type of buildings, every 100 sq.m of built up area or part thereof, is calculated as one dwelling unit.  
Illustration: If the area is 170 Sq.m then the total area is divided by 100 Sq.m. and calculated as two dwelling units.  
**CATEGORY 'B':** Hotels, Restaurant, Educational Institutions with Hostels, Lodging Houses, Marriage Hall, Hospitals with Lab & Diagnostic facilities only and without inpatient facility and any other buildings of similar natures, every 50 sq.m of built up area or part thereof is calculated as one dwelling unit.  
Illustration: If the area is 170 sq.m. then the total area is divided by 50 Sq.m. and calculated as four dwelling units.  
**CATEGORY 'C':** Hospital with inpatient facilities, every 25 sq.m. of built up area or part thereof is calculated as one dwelling unit.  
Illustration: If the area is 170 Sq.m then the total area is divided by 25 Sq.m. and calculated as seven dwelling units.

3. Applicant has to pay Rs.3,000/- per equivalent dwelling unit as advance tax if the building is not assessed for water and sewerage tax.
4. All buildings shall be given metered connection with bore size given below except residential buildings seeking hand pump connection and Meter testing charges has to be paid on the following basis:

Sl. No	Equivalent Dwelling Units	Bore size for water connection (in mm)	Size of sewer connection (in mm)	Meter testing charges (Rs.)
1	Up to 6	15	100	100
2	7 to 20	20	150	200
3	21 to 40	25	150	300
4	41 to 70	32	150/250	400
5	Above 70	40	250	500

5. a) Wherever Metrowater laid house sewer connection upto compound wall of premises, applicant has to pay Rs.350/- per connection as cost of material along with sewer connection charges.
- b) Applicant from Private Street where Metrowater laid sewer mains has to pay Rs.330/- additionally.
- c) Applicant has to supply material for road portion work and has to pay extra road cut charges if it is newly laid road, since the connection charges includes only single road cut restoration charges. In case of water connection, the applicant should use MDPE pipes.
6. a) Only one water connection will be provided for group of flats housed in one block.
- b) While paying water/sewer charges the Flat Owners/Associations have to pay the required charges considering each Flat/Apartment as a separate consumer as per respective category even though a single water connection is given for the multi-storeyed buildings.
- c) In case some of the flats are not occupied, the promoter / flat owners association has to pay water/sewer charges till the flats are occupied by the owners or sold by the promoter. In Multi-Storeyed buildings whether all the flats are occupied or not water/sewer charges have to be paid for all the flats from the date of effecting connection by the Promoter / Flat Owners Association.
7. Payment of connection charges can be made at Canara Bank Branch located at No.1, Pumping Station Road, Chintadripet, Chennai - 600 002 at Metrowater Head Office only.

8. The filled up application form along with receipt for the payment for the connection charges and necessary enclosures must be registered at the registration counter of CMWSSB Head Office at No.1, Pumping station Road, Chintadripet, Chennai-600 002 in person before 3.00 p.m. on all working days or by post. Applicants are requested to get the acknowledgement from the registration counter on submission of application.
9. Applications can be obtained at free of cost at all the Metro water Depot offices, Area offices and Head office. Application can be downloaded from the Board's Web site [www.chennaietrowater.tn.nic.in](http://www.chennaietrowater.tn.nic.in)
10. Connection will be sanctioned pending inspection based on the voluntary declaration of information furnished by the applicant.
11. a) Water/Sewer connection shall be effected only to the buildings which have proper rainwater harvesting arrangements.  
b) Water and sewer connections shall be effected to Hotels, Marriage Halls, Cattle yards, Educational institutions, Hospitals with Laboratory and Diagnostic facilities, Hospitals with inpatient facilities, Hostels, Guest Houses, Cinema Theatres, Factories and Restaurants including Canteens, any building/premises housing any of the above facilities provided they have a proper Diaphragm chamber to arrest the solid waste/Kitchen waste.
12. CMWSSB has dispensed with the system of licensed plumbers for submission of water/sewer applications. The proposal in the application can be self certified by the applicant.
13. If the information about the category and the area of the building furnished by the applicant is found to be wrong, the applicant has to pay two times of the difference amount additionally.
14. If any addition or deviation or alteration and change in usage of building is made in future, it should be informed to Metrowater for regularization within three months time failing which connections will be disconnected. In such cases while availing the fresh connection penalty will be levied along with fresh connection charges (Two times the regularisation charges).
15. At the time of connection, if the vital informations (i.e., production of copy of forgery documents) furnished by the applicant are found to be wrong no connection will be effected and the connection charges already paid by the applicant will be forfeited.
16. The following documents are to be attached along with the application (Enclosures)
  - i) True copy of plans sanctioned by CMDA/Corporation of Chennai/Local Authority.
  - ii) Copy of Notice issued for assessment of property with floor wise assessment details.
  - iii) Copies of acknowledged letters seeking assessment of property tax, water and sewerage tax (If not assessed)
  - iv) a) Drawings showing internal plumbing work and connection to public water/sewerage main with length, nature of Road portion such as mud/platform, Tar Bitumen / WBM etc., signed by owner/applicant.  
b) The applicants seeking water and sewer connection for Residential Independent House upto 500 sq.ft., need not enclose the drawing showing internal plumbing works etc. but built up area statement to be furnished with applicant's signature (specimen copy enclosed).
  - v) Registration No. of sewer application with copy of the challan for having paid the connection charges if already sewerage facilities availed.
  - vi) a) Proof of having paid taxes / charges up to date (photocopy to be enclosed)  
b) For address proof, the copy of Ration card should be enclosed by the applicants seeking sewer/water connection for the residential independent house upto 500 sq.ft.  
c) The acknowledged copies of letters seeking assessment for tax from Corporation of Chennai/Local Authority and CMWSSB should be enclosed by the applicants seeking water connection for the Residential Independent House upto 500 sq.ft. Advance tax need not be paid by these applicants.
  - vii) True copy of Completion certificate issued by the CMDA/Corporation of Chennai/Local Authority wherever applicable.
  - viii) Proof of having paid Infrastructure Development charges to CMWSSB where ever applicable (photo copy to be enclosed)
  - ix) Area of floor wise details for each dwellings/ flats / apartments (to be enclosed in a separate sheet).
    - x) a) An Indemnity Bond in the specimen copy attached to be enclosed on a Non-Judicial Stamp Paper of Rs.20/- incorporating the conditions and the same to be attested by the Notary Public.  
b) In the case of applicants having residential independent house upto 500 sq.ft. area, an undertaking letter incorporating the conditions should be enclosed (specimen copy enclosed) instead of Indemnity Bond on a Non-judicial stamp paper of Rs.20/- .
  - xi) Two Copies of Infrastructure Development Charges calculation sheet signed by the owner in applicable cases

Signature, name and address of the applicant

**STATEMENT OF INFORMATION ABOUT THE CATEGORY AND  
AREA OF THE BUILDING**

1. The Following details are to be furnished by the applicant under self certificate as per Clause 12 of “Guidelines/Instructions to the applicants”
2. As per Clause 16 (ix) of “Guidelines/Instructions to the applicants” the applicant has to enclose “ Area of floor wise details for each dwellings/ flats/ apartments (to be enclosed in a separate sheet)”
3. Be aware of Clause 13 of “Guidelines/Instructions to the applicants” which read as “ If the information about the category and the area of the building furnished by the applicant is found to be wrong, the applicant has to pay two times of the difference amount additionally” while furnishing statement of information about the category and area of the building.

a. Name of Applicant :

b. Site Address :

c. Type of Building :

d. Building Use : Residential / Commercial / Mixed Use

e. Common Utility Area :  
in Sq.M.

f. Planning Permission No. : Dated

g. Completion Certificate No. : Dated

(As per Clause 1(b) of “Guidelines/Instructions to the applicants”, only the portion of Open To Sky (OTS) need not be included, while measuring the area of the building for calculating the number of dwelling units)

Signature and Name of the Applicant  
(P.T.O.)

h) If the building is Residential category

Sl. No.	Floor Name	Flat No.	Area in Sq. M.	Distributed common Utility Area to the Flat in Sq. M.	Total Area of Flat in Sq. M.	No. of equivalent dwelling units
TOTAL						

➤ If necessary additional sheets can be used for this tabular statement and each page to be signed by the applicant.

i) If the building is Commercial category

Sl. No.	Floor Name	Area utility in Sq. M. for Category			Distributed common utility area to each category in Sq. M.			Total Area of Category in Sq. M.			No of Equivalent dwelling units			Total No of Equivalent dwelling units
		A	B	C	A	B	C	A	B	C	A	B	C	
TOTAL														

➤ If necessary additional sheets can be used for this tabular statement and each page to be signed by the applicant.

j) If the building is Mixed Use category, use tables in 'h' and 'i' and state the no of equivalent dwelling units as below:

Total No of Residential Equivalent dwelling units :

Total No of Commercial Equivalent dwelling units :

Grand Total No of Equivalent dwelling units :

Signature and Name of the Applicant



**OFFICE PURPOSE ONLY**

**AMOUNT PAID DETAILS OF INFRASTRUCTURE DEVELOPMENT CHARGES**

SL. NO.	DESCRIPTION	AMOUNT PAID (Rs.)	CHALLAN NO. (or) IDC REGISTER SL. NO.	DATE
1	IDC AMOUNT PAID AT C.M.D.A.	Rs.		
2	IDC AMOUNT PAID AT C.M.D.A.	Rs.		
3	IDC AMOUNT PAID AT C.M.D.A.	Rs.		
4	IDC AMOUNT PAID AT C.M.W.S.S. BOARD	Rs.		
<b>TOTAL IDC AMOUNT PAID</b>		Rs.		

INCHARGE (I.D.C. REGISTER)

A. E. / REGN.

**NOTE FOR AREA ENGINEER:**

It is requested to verify the total built up area declared by the applicant. If total built up area exceeds, the applicant be informed with the details of excess built up area and short fall amount of IDC and further applicant be advised to make payment of balance Infrastructure Development Charges to Board by obtaining a challan from Registration wing. The copy of communication sent to the applicant in this regard may be sent to E.E.(A.O.B.M.). The connection shall be effected only after making the payment of full Infrastructure Development Charges payable to the Board by the applicant.

A. E. E./ REGN.

E. E. ( A.O.B.M. )





**OFFICE PURPOSE ONLY**

**AMOUNT PAID DETAILS OF INFRASTRUCTURE DEVELOPMENT CHARGES**

SL. NO.	DESCRIPTION	AMOUNT PAID (Rs.)	CHALLAN NO. (or) IDC REGISTER SL. NO.	DATE
1	IDC AMOUNT PAID AT C.M.D.A.	Rs.		
2	IDC AMOUNT PAID AT C.M.D.A.	Rs.		
3	IDC AMOUNT PAID AT C.M.D.A.	Rs.		
4	IDC AMOUNT PAID AT C.M.W.S.S. BOARD	Rs.		
<b>TOTAL IDC AMOUNT PAID</b>		Rs.		

INCHARGE (I.D.C. REGISTER)

A. E. / REGN.

**NOTE FOR AREA ENGINEER:**

It is requested to verify the total built up area declared by the applicant. If total built up area exceeds, the applicant be informed with the details of excess built up area and short fall amount of IDC and further applicant be advised to make payment of balance Infrastructure Development Charges to Board by obtaining a challan from Registration wing. The copy of communication sent to the applicant in this regard may be sent to E.E.(A.O.B.M.). The connection shall be effected only after making the payment of full Infrastructure Development Charges payable to the Board by the applicant.

A. E. E./ REGN.

E. E. ( A.O.B.M. )

DECLARATION FOR RAIN WATER HARVESTING

From

Date:

To

The Area Engineer -  
CMWSS Board,  
Chennai – 600

Sir,

I have completed the Rain Water Harvesting Structure in the above addressed building with good working condition. I assure that I will maintain the same in good working condition in future also.

Yours faithfully,

MODEL

Letter to Revenue Department, Corporation of Chennai

From

To

The Revenue Officer,  
Zone –  
Corporation of Chennai,  
Chennai – 600

Sir,

I have a property located at .....  
..... Chennai. I am applying for water/sewer connection  
for the above property.

Hence, I request to assess my property to levy tax.

Yours faithfully,

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MODEL

Letter to Finance Department, Metro Water

From

To

The Finance Department,  
CMWSS Board,  
No.1, Pumping Station Road,  
Chintadripet, Chennai – 02.

Sir,

I have a property located at .....  
..... Chennai. I am applying for water/sewer connection  
for the above property.

I have requested the Corporation of Chennai to assess my property.

Hence, I request to levy water / sewerage tax at CMWSS Board for the above property.

Yours faithfully,

## INDEMNITY BOND

I/We .....have constructed a building at.....  
.....do hereby indemnify the CMWSS Board, Chennai and do hereby solemnly affirm and I/We sincerely state as follows:

1. That I/We have applied for water and sewer connection under W.A.No..... and S.A.No.....dated .....in Area..... Division No.....  
For the above said premises of mine / ours based on assessment order or approved plan or completion certificate from competent authority.
2. I / We have not made structural provisions for future construction.
3. If I / We commence additional construction by producing approved building plans, I / We agree to pay sewer charges and water consumption charges in commercial tariff as claimed for Temporary connection conditions till the completion of the building construction and after that I / We agree to regularize the additional construction and applicable connection charges will be paid by me / us depending upon the nature of the building for regularizing the connection.
4. In case of making any additional construction in future, I/we will follow the rules and regulations of CMWSS Board and same will be reported to CMWSS Board and applicable connection charges will be paid to the Board through an application with mandatory condition like assessment / approved plan / completion certificate whichever is applicable. For any lapse in doing so, I agree to disconnect my/our premises water and sewer connection at my own cost and agree to forego the water and sewer connections and connection charges.
5. I/We agree to inform CMWSS Board in case of change of utility for regularization within three months time, failing which I/We agree to disconnect water and sewer connection at our own cost. I/We agree to pay two times the regularization charges along with fresh connection charges while availing fresh connection.
6. In the event of any objections raised by the Corporation of Chennai or CMDA, regarding the construction of the above building, and I / We agree to disconnect the water and sewer connection at my / our own cost.
7. I / We further declare that I / We am / are aware of tariff structure of the Board.
8. I / we will pay water / sewer taxes and charges promptly.
9. Availing water / sewer connection is not my right and agree to forego the water and sewer connections and connection charges for any lapse in payment of water / sewer tax and charges for the premises and I agree to disconnect the water and sewer connection at my own cost.
10. In case of disconnection I agree to pay the necessary reconnection charges.
11. I/We will pay Infrastructure Development Charges to CMWSSB on demand.
12. Myself / ourselves and my / our successors in interest shall abide by the aforesaid declaration of this Deed of Indemnity.
13. The facts stated above are true and correct.

Notary Public

Signature of the applicant:

Witnessess

1.

2.