



## Residential Lead Water Service Line Replacement Program

### Frequently Asked Questions

1. What types of improvements are eligible for funding?
  - The replacement of lead water service lines.
  - The replacement of galvanized water service lines.
  
2. What is the cost sharing available to residents of single-family homes?
  - 50% of costs up to \$2,500.00 maximum.
  
3. Who is eligible?
  - Owners occupying single-family homes. Single-family is defined as both traditional single-family homes as well as multi-family residences of 1-3 units where the owner occupies at least one unit.
  
4. How do I apply?
  - There are many different ways to apply. You can:
    - a. Call the **Engineering Department** at 708-749-6434; or
    - b. Send an email to [pubworkengineering@ci.berwyn.il.us](mailto:pubworkengineering@ci.berwyn.il.us) with your request to apply, and include your name, address, and phone number; or
    - c. Send a fax to 708-749-6593 with the same information as (c) above; or
    - d. Visit the **Engineering Department** at 3322 S. Grove Ave. between the hours of 9AM and 5PM Monday through Friday; or
    - e. Pick up a Residential Lead Water Service Line Replacement Program information packet in the kiosk located outside City Hall (right-hand side one row up from the bottom, in English or Spanish), fill out the waiting list application form (page 2) and return it to the **Engineering Department**; or
    - f. Pick up a Residential Lead Water Service Line Replacement Program information packet at the **Building Department** counter, fill out the



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waiting list application form (page 2) and return it to the **Engineering Department**; or

- g. Visit the City of Berwyn website at <http://www.berwyn-il.gov/government/departmental-directory/traffic-services> and download the waiting list application form (page 2), fill it out and return it to the **Engineering Department** by email to [pubworksengineering@ci.berwyn.il.us](mailto:pubworksengineering@ci.berwyn.il.us), or by dropping it off at 3322 S. Grove Ave., Berwyn, IL 60402.
5. Can I start the work now?
- No. In order to be eligible for reimbursement, the homeowner ***must*** receive written approval from the City prior to beginning any work.
6. What fees are waived as part of the program?
- Permit for the Water Service Line Work ONLY.
  - Parkway Use Fee (if applicable).
  - Street Opening Fee (if applicable).
  - Sidewalk Opening Fee (if applicable).
  - The first Pre-Pour Inspection Fee (for all concrete/asphalt removed by work). If additional inspections are required, they must be paid by the homeowner.
  - Restoration Inspection Fee.
  - Parkway Inspection Fee (if applicable).
  - Water Tap Fee (based on new service size being installed).
7. Who will administer the program?
- The City's **Engineering Department** and plumbing inspector will undertake the building inspections to establish the existing conditions and to determine if the property is eligible.



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- The **Building Department** will issue the appropriate permits prior to construction.
  - The **Engineering Department** Senior Engineer will approve reimbursement payments once construction is completed and inspections are finalized.
8. What information must be submitted as part of the application process?
- A completed Application Form and Letter of Agreement (see the Guidelines, page 6).
  - A detailed proposal(s) from an Illinois licensed plumbing contractor(s), which includes technical information on materials, etc. that will be used on the improvement, as well as a contractor's affidavit and water service fixture unit form. The City encourages homeowners to obtain at least three estimates from qualified contractors for this work.
9. Can I email or fax my Application Form and other documents?
- Yes. Forms can be emailed, faxed or dropped off at the **Engineering Department** at 3322 S. Grove Ave., Berwyn, IL 60402. The email address is [pubworksenineering@ci.berwyn.il.us](mailto:pubworksenineering@ci.berwyn.il.us) and the fax number is 708-749-6593.
10. How does the homeowner obtain reimbursement from the City?
- The homeowner will submit the following:
    - a. The Certification of Work Complete form signed by the homeowner and contractor attesting that the work was finished;
    - b. The Reimbursement form signed by the homeowner;
    - c. A paid receipt/invoice showing proof of payment in full to the contractor, with a detailed breakdown of charges; and
    - d. Certification that all inspections were completed in accordance with City Codes and passed final inspection. **NOTE: Incomplete or**



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**unresolved inspections will delay a homeowner's receipt of reimbursement funds.**

11. How will I know that you received my Application Form and other documents?

- Applicants will be notified within two business days via email and/or phone that their Application Form was received.

12. Miscellaneous items:

- Work must be performed by an Illinois licensed plumber who is registered to work in the City of Berwyn.
- Restoration Deposits are required from the **CONTRACTOR**. Restoration Deposits are refundable if all final inspections are approved.
- For more information, email the Engineering Department at [pubworksengineering@ci.berwyn.il.us](mailto:pubworksengineering@ci.berwyn.il.us) .