



## REQUIREMENTS TO APPLY FOR 'APPROVED UTILITY CONTRACTOR' STATUS WITH THE CITY OF ODESSA

This applies to installation of taps and any utility work.  
Must be approved by the Engineering and Utilities Divisions

1. Five (5) year work history
  - List of jobs with values
  - Does not have to be all inclusive but should represent strong work history with at least three (3) years minimum in Municipal water/wastewater utilities.
2. References and Contacts for the last five (5) years
3. Minimum Equipment Requirements:
  - Excavators/Backhoes
  - Dump Trucks
  - Loaders
  - Tapping Machines
  - 2500 Gal. Water Tanker Truck
4. Licensed Personnel required for tapping City water lines, disinfecting new mains and services, and bacteria sampling:
  - TCEQ Water Class C Distribution or Treatment license is mandatory
  - Must be on site during all installation and testing
5. Certificates of Insurance: \$1,000,000 and minimum \$10,000 Bond
6. Permits will be issued at Engineering division after review and approval
7. Once a completed application is submitted, a minimum of seven (7) working days are required to complete and notify applicant. All references and contacts will be contacted and expected to reply prior to a decision by the City can be made.

Send applications to: Utilities Division  
P.O. Box 4398  
Odessa, Texas 79760  
[utilities@odessa-tx.gov](mailto:utilities@odessa-tx.gov)