East Chicago Water Department

400 E Chicago Avenue, East Chicago, IN 46312
(219) 391-8469/Fax: 391-8499
www.eastchicago.com

OPENING NEW ACCOUNT REQUIREMENTS

Pursuant to Resolution No. WD-11-03, the responsibility and liability of the cost of water and sewer services, as well as garbage collection fees provided to customers within the City shall belong to the property owner of record. Water Department accounts reflecting the name other than the property owner are required to be updated and placed in the name of the property owner. The following information is required when opening new accounts with the East Chicago Water Department.

1. Contract
   A contract is required to be completed and signed by the property owner of record. Contract forms are available at the East Chicago Water Department Office, 400 E Chicago Avenue, East Chicago, IN 46312.
2. Proof of Ownership Required
   Proof of ownership (recorded/notarized deed, mortgage, lease, land contract, etc.) shall be required to be presented upon customer opening a new account. In addition, submittal of identification, i.e. valid driver's license or state identification, shall be required.

   Commercial/Industrial customers are required to provide a notarized business letter from the owners/officer authorizing service in the business name.
3. Other
   Corporations, Limited Liability Company, etc.
   - IRS Notification assigning identification number
   - Partner, officer or legal representative to execute contract
   - Partner, officer or legal representative valid State issued driver's license or identification
   - Secretary of State Business Entity
4. Deposit Required
   Deposit amounts are based on meter size. A deposit will be required to be paid prior to opening a new account, as follows:

Residential	
Meter Size	Fee
5/8"	$40.00
3/4"	$60.00
Commercial/Industrial	
5/8"	$75.00
1"	$100.00
1-1/2"	$150.00
2"	$200.00
3"	$300.00
4"	$400.00
6" and over	$600.00

5. Garbage Collection Fees
   Please contact the Water Department office for a copy of ordinance relating to Garbage Collection Fees or you can visit our website at www.eastchicago.com (Water Department Link) to download the same.
6. Fee Schedule
   Please contact the Water Department Office for a copy of fee schedule, or you can visit our website at www.eastchicago.com (Water Department link) to download the same. Upon Service Activation, the Customer will be billed and is obligated to pay minimum monthly fees for service availability, whether or not consumption has occurred.
7. Forms of Payment
   Water Department accepts various forms of payment: cash, check, money order, credit/debit, etc. The City has various payment locations throughout the City. Please visit our website at www.eastchicago.com (Water Department link) to view the payment locations.
8. Office Hours
   Office hours are Monday through Friday, 8:30am-4:30pm. Office transactions/payments are received and processed Monday through Friday, 8:30am-4:00pm. For additional information, please contact the East Chicago Water Department office at (219) 391-8469.

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