



Dear Commercial Utility Customer,

The City of Brady welcomes you as a new utility customer. The following documents and deposits are needed to provide service to a commercial property.

1. If renting, a copy of lease agreement or letter from owner of property.
2. A business that operates as a DBA will need a photo I.D. for anyone over the age of 18 responsible for the account. A business that operates under a LLC or is incorporated will need to provide a federal tax ID number.
3. A completed application for service. All responsible individuals will need to have signed the application page in the appropriate areas. These documents can be printed and are following this letter.
4. A deposit for service must be made. Non-residential customers shall deposit with the city an amount individually established by the finance director and/or the city manager with the minimum deposit equivalent to an estimated 45-day billing (Ordinance #1062). This process may take more than 24hrs and may prevent same day connection of services.

**All applications will need to be completed and a deposit made prior to 2pm to ensure same day connection of services. If the property needing service is currently disconnected, an inspection may be required before service can be established. This could delay connection until Code Enforcement has released the property for active service.**

If you have any questions please contact the Utility Department at 325-597-2152

Thank you,  
City of Brady Utility Department

# CITY OF BRADY BUSINESS UTILITY APPLICATION

BUSINESS NAME: \_\_\_\_\_ INC/ LLC /LLP /DBA  
(CIRCLE ONE)

TAX ID NUMBER: \_\_\_\_\_ NEW ACCOUNT \_\_\_\_\_ NAME CHANGE \_\_\_\_\_

DRIVERS LICENSE: \_\_\_\_\_ (NOT APPLICABLE FOR LLC, INC., OR LLP)

AUTHORIZED OFFICER \_\_\_\_\_ TITLE \_\_\_\_\_

SERVICE ADDRESS \_\_\_\_\_ RES \_\_\_\_\_ /COM \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

ACCOUNT CONTACT \_\_\_\_\_ // \_\_\_\_\_  
NAME \_\_\_\_\_ NAME \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_ EXT \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ EXT \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

TRASH SERVICE: MANUAL PICK-UP \_\_\_\_\_ OR # OF DUMPSTERS \_\_\_\_\_ # OF PICK-UPS PER WEEK \_\_\_\_\_  
(MINIMUM 2 PICK-UPS PER WEEK W/DUMPSTER SERVICE)

WILL BUSINESS BE SHARING A DUMPSTER? \_\_\_\_\_ WITH WHO? \_\_\_\_\_

\*\* IF BUSINESS SHARING DUMPSTER DISCONNECTS SERVICE, FULL COST OF DUMPSTER WILL THEN APPLY \*\*

**DEPOSIT:**

Each commercial service address to receive utility service from the City of Brady, shall deposit with the City an amount individually established by the Finance Director and/or the City Manager with the minimum deposit equivalent to an estimated 45-day utility usage, billing amount.

This is an agreement between the City of Brady and the above-named Commercial Consumer for the utility service by the City of Brady to the Consumer listed at the above address or any other address which is served by the City of Brady, Texas. Consumer shall pay the City of Brady monthly at the rate charged for said utilities. Service is subject to rules and regulations presently in force or in the future.

The Texas Legislature (H.B. 872) requires publicly owned utilities to make customer's address, phone number and/or billing information confidential unless the customer requests to make such information public.

I want to release personal information and/or billing information to the public. (Request for Disclosure of Information form required).

Section 12.21 of the City of Brady Charter affords utility customers to request removal (or decline installation) of any product or service (including a digital electric meter) that the customer deems harmful to his or her person, property, or privacy, if such service meter is on customer property. Unless so stated, I hereby waive my rights afforded under Section 12.21 of the Brady City Charter by signature of this application.

I request removal of the following City product / service: \_\_\_\_\_

AUTHORIZED OFFICER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**FOR OFFICE USE ONLY**

ACCEPTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ GAS FORM: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_

OLD ACCOUNT NUMBER: \_\_\_\_\_ NEW ACCOUNT NUMBER: \_\_\_\_\_

# REQUEST FOR DISCLOSURE OF INFORMATION

Maintained by the City of Brady Utilities

Information in your City of Brady Utilities Department customer account record, including information regarding customer usage, services, and billing, including amounts billed or collected for utility usage is generally excepted from disclosure under Texas Government Code, Chapter 552(Public Information Act).\* However, the Texas Utility Code, Chapter 182(Rights of Utilities Customers) provides that a customer of a government-operated utility may request that the government-operated utility disclose personal information relating to the volume or units of utility usage or the amounts billed to or collected from the individual for utility usage. Additionally, a customer or a representative of the customer may receive information excepted from disclosure if information directly relates to utility service provided to the customer and is not otherwise confidential by law.

This form enables you to request disclosure of certain information of certain information under Texas Utilities Code, Chapter 182. If you wish to request disclosure of your information, *please check the boxes below that apply and return this form.*

I authorize the City of Brady Utilities Department to disclose:

- my personal information and/or
- information regarding my usage, services and billing, including amounts billed or collected for utility usage to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Driver's License No.: \_\_\_\_\_

I authorize the City of Brady Utilities Department to release my account information to the public upon written request by any member of the public.

You may rescind your request for disclosure by providing the City of Brady Utilities Department written notice. A government-operated utility or an office or employee of a government-operated utility is immune from civil liability for a violation of Texas Utilities Code, Chapter 182, Subchapter B.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Account Number: \_\_\_\_\_

\*Confidentiality under Chapter 182 does not prohibit a government-operated utility from disclosing personal information in a customer's account record to: (1) an official or employee of the state, a political subdivision of the state, or the United States acting in an official capacity; (2) an employee of a utility acting in connection with the employee's duties; (3) a consumer reporting agency; (4) a contractor or subcontractor approved by and providing services to the utility, the state, a political subdivision of the state, or the United States; (5) a person for whom the customer has contractually waived confidentiality for personal information; or (6) another entity that provides water, wastewater, sewer, gas, garbage, electricity, or drainage service for compensation.





Phone: (325) 597-2244  
Fax: (325) 597-0556

1405 N. Bridge  
Brady, TX 76825

## Certificate of Occupancy Application

Project Information			Permit #
Name/Description: _____			Zoning: _____
Project Address: _____			Sq. Ft. _____
Lot: _____	Block: _____	Subdivision: _____	
INTENDED USE OF SPACE: _____			
Total Occupancy of Building: _____		Construction Type: _____	Varlance: Yes <input type="checkbox"/> No <input type="checkbox"/>

Owner Information		
Company Name: _____		Contact Person: _____
Street Address: _____		
Emergency Phone Number: _____		Fax Number: _____
Email: _____		

Tenant Information		
Company Name: _____		Contact Person: _____
Street Address: _____		
Emergency Phone Number: _____		Fax Number: _____
Email: _____		

### Does your business involve the storage, sale or use of the following: (Check all that apply)

<input type="checkbox"/> Painting with flammables	<input type="checkbox"/> Dry Cleaning Solvents	<input type="checkbox"/> Flammable/combustible liquids (10 gallons or more)	<input type="checkbox"/> Alcohol
<input type="checkbox"/> Combustible Fibers	<input type="checkbox"/> Dust producing process	<input type="checkbox"/> Floor drains in building	<input type="checkbox"/> Smoking
<input type="checkbox"/> Cellulose Nitrate Film	<input type="checkbox"/> Explosives/Ammunition	<input type="checkbox"/> Food and/or beverage processing storage or sales	<input type="checkbox"/> Fireworks
<input type="checkbox"/> Compressed Gas	<input type="checkbox"/> Recycling Waste	<input type="checkbox"/> Food products	
<input type="checkbox"/> Liquid Propane Gas	<input type="checkbox"/> Magnesium	<input type="checkbox"/> High piled stock (over 12' in height)	
<input type="checkbox"/> Vehicle Repair Garage	<input type="checkbox"/> Vehicles in Building	<input type="checkbox"/> Poisonous or hazardous chemicals/acids	
<input type="checkbox"/> Welding or Cutting	<input type="checkbox"/> Woodworking	<input type="checkbox"/> X-ray Development	

\*\*Provide chemical data sheets to the Building Inspection Department listing the maximum quantity of all hazardous materials.\*\*

List any material discharged into the drainage system, ground, or atmosphere: \_\_\_\_\_

It shall be unlawful to use or occupy or permit the use or occupancy of any building or premises created, erected, changed, converted or altered or enlarged in its use or structure until a Certificate of Occupancy shall have been issued by the administrative official. A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

Prospective tenant/applicant is to be present during inspection. All tenants/owners are responsible for with the Building and Fire Codes. If you have any questions about the codes, please inquire before you move. If there are violations, you will be required to correct them prior to move-in.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

	Approved By	Date	Comments
Building Department			
PW Department			
Fire Department			
Health Permit:			

Issued By: \_\_\_\_\_ Date Issued: \_\_\_\_\_

## BANK DRAFT AUTHORIZATION FORM

**This is to advise that I, the undersigned, do hereby authorize BRADY UTILITIES through its authorized employees, to draw monthly drafts on my account for current bills, and I do hereby authorize your bank to honor such drafts until such time as I may revoke this order.**

### NOTICE TO BANK DRAFT CUSTOMERS

**Due to security precautions when establishing a draft account, draft payments will begin with the SECOND utility bill once the account has been put under "DRAFT STATUS."**

**The FIRST BILL ONLY, once on "DRAFT STATUS" will not be paid by draft. If the first bill is not paid by the time the second bill is created, BOTH bills will automatically be paid by draft payment.**

**If a bank draft is returned nonsufficient funds (NSF) twice, you will no longer qualify for bank drafts by the Utility Department. NSF drafts and NSF draft charges (\$30.00) that are not paid shall be treated as failure to pay and shall be subject to disconnection.**

**Please Print:**

**NAME OF UTILITY CUSTOMER:** \_\_\_\_\_

**UTILITY ACCOUNT NUMBER:** \_\_\_\_\_

**BANK NAME:** \_\_\_\_\_

**BANK ADDRESS:** \_\_\_\_\_

**BANK ACCOUNT NUMBER:** \_\_\_\_\_

**ROUTING NUMBER:** \_\_\_\_\_

**CHECKING**  **SAVINGS**

**CUSTOMER SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



## E-BILL AUTHORIZATION FORM

**Brady Utilities offers paperless billing to our customers. You may receive an invoice via email in the form of a PDF attachment. This not only saves paper but allows our customers to receive the invoice faster.**

**I authorize Brady Utilities to email my monthly utility bill. The email will be sent from do-not-reply@bradytx.us and will include a PDF attachment.**

**I agree that it is my responsibility to review the monthly bill for accuracy and notify Brady Utilities of any concerns. I further agree to notify Brady Utilities of any changes to my mailing address, email address or contact information. Failure to notify Brady Utilities in a timely manner will result in undelivered utility bills. Remember, late payments would be subject to late fees or disconnection.**

**Please Print:**

**NAME OF UTILITY CUSTOMER:** \_\_\_\_\_

**UTILITY ACCOUNT NUMBER:** \_\_\_\_\_

**SERVICE ADDRESS:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**PERSONAL PHONE NUMBER:** \_\_\_\_\_

**CUSTOMER SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



## UTILITY INFORMATION AND REGULATIONS

**PAYMENT** is due at the Brady Utility Department before 5:00 pm on the due date indicated. The due date on the statement is for the current bill only and does not apply to any previous billing amount due. A previous amount due is delinquent and service is subject to disconnection. **Postal delays do not waive responsibility for timely payment.** Payments made in the outside payment box after 3:00 pm will post the next business day. Payments can also be made online at [www.bradytx.us](http://www.bradytx.us), by automatic bank draft, or by phone at 1-866-795-5938.

**RETURN CHECK PROCEDURE:** There is a \$30.00 NSF fee charged for returned checks. Customers are required to pay with cash, credit card, or money order for any returned check. After a customer has a returned check, the customer may not use a check as a form of payment for a period of one (1) year following the receipt of the returned check date. After this period, payment by check will be reinstated.

**DISCONNECTION FOR NON-PAYMENT:** Utility services may be disconnected for non-payment if any of the following apply:

- Service is disconnected due to non-payment of bill(s).
- Customer moves and does not request the account to be disconnected. The customer is responsible for any utility usage incurred until meter is deactivated.
- Failure to comply with payment arrangements made by the customer and the City of Brady.
- Returned checks and fees are not paid after notification.

**FEES FOR DISCONNECTION/RECONNECTION:** If services are in a non-payment status, a fee of \$50.00 must be paid in cash along with full balance of account before services are reinstated or disconnection order is canceled. If a customer is disconnected twice in a calendar year, they will be required to provide a double deposit for that account.

**TAMPERING/DAMAGE FEES:** If a meter has been damaged or tampered with, the customer shall reimburse Brady Utilities for damaged equipment including meter, meter cables, housing unit, box, lid, plus any labor at \$50.00 per hour. A full fee schedule is available at the Utility office. **Criminal charges may be filed.** If damage to poly carts is determined, the customer may be subject to the following reimbursement: Full replacement of cart \$70.00, replacement of lid \$19.00 and replacement of each wheel is \$5.00.

**METER ACCESS:** As your utility provider, we strive to collect accurate meter readings monthly so that your billed charges reflect your current consumption used. If your meter(s) are not accessible, the Brady Utilities will not be able to service your meter(s) appropriately.

**Access to your meter must be made possible at any time during the workday.** Please note the following are common problems that we would like to bring to your attention: Dug too close to meter, locked gates or an obstacle in front of / or covering a meter.

*We will estimate your billing charges if we are unable to obtain an accurate reading from a meter due to any of the above scenarios. However, upon notification of the problem to you by the utility department, we expect immediate action to remove or restrain the obstacle. If problem is not corrected in a timely manner, City Ordinance 1030 allows the City to disconnect services until a way to read the meter is reached. Once an accurate record of your consumption is obtained, we will adjust your bill amount to reflect under / over estimations of the previous billing.*

**CUSTOMER SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



## **WATER UTILITY CUSTOMER – REGULATORY MANDATE**

### **BACKFLOW SERVICE AGREEMENT**

**Brady Public Water System is mandated by TCEQ to protect the public drinking water supply from contamination or pollution. This contamination could result from improper construction or configuration, or an overall faulty water service system on the customer's side of the meter.**

**The purpose of this Backflow Service Agreement is to notify each customer of the restrictions which are necessary to provide this protection from water contamination. The Public Works Department is mandated by TCEQ to enforce these restrictions to ensure the health and safety of the city's public water system.**

**Each customer is required by TCEQ to sign this Mandatory Backflow Service Agreement before water service can be connected. In addition, when service to an existing account connection has been suspended, disconnected or terminated, Customer Service Division cannot re-establish service unless it receives a signed copy of this Backflow Service Agreement. (Per State of Texas 30 TAC 290.47 rules)**

**By signing this agreement, you are authorizing the Public Works Department or Code Enforcement officials to inspect your plumbing for possible cross-connections. In the event a cross-connection is identified, the customer shall immediately correct the problem with one of the methods mentioned below to prevent termination of service.**

**If potential contamination is determined, the customer, at the customer's expense, must either install a TCEQ approved backflow device or utilize a 6" air gap.**

**If a backflow device is installed, it must be tested and certified, at the customer's expense, to be operating within specifications at least annually by a licensed backflow prevention assembly tester. These annual backflow device tests are filed with Code Enforcement for review by TCEQ. Additionally, use of lead pipe (greater than 0.25%) or solder/flux containing more than 0.2% lead is prohibited in repair, renovation or new construction.**

**Enforcement: If the Customer fails to comply with the terms of the Backflow Service Agreement, water service shall be terminate.**

Thank you for your cooperation in maintaining safe drinking water for you and your neighbors.

**SERVICE ADDRESS:** \_\_\_\_\_

**UTILITY ACCOUNT NUMBER:** \_\_\_\_\_

**CUSTOMER SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



## **SOLID WASTE CUSTOMER**

### **GARBAGE AND WASTE MATERIAL REGULATIONS**

#### **Collection and Removal of Garbage and Trash**

It is state law that cities collect and remove all garbage and trash from all premises in a reasonable and timely manner. Therefore, all garbage and trash shall be placed in the provided polycart container in order to be picked up weekly. **Trash not in the polycart container will not be picked up.** Exception: The City will pick up cardboard boxes that are placed outside the polycart container provided that they are broken down.

**The City will not collect and remove any weekly garbage, trash or refuse which consists of any tree limbs, brush, dirt, gravel, rocks, large metal items, or construction materials.**

Every person who violates or fails to comply with any provision of this section shall be guilty of a misdemeanor and upon conviction shall be punished by a fine in accordance with the general penalty provision set forth in Local Government Code 1.109 with each day of violation or noncompliance to constitute a separate offense.

#### **Container Specifications**

Polycarts are numbered, and one (1) 96-gallon cart will be provided per service address, which will be emptied by being mechanically flipped into the collection truck. Solid Waste Collections will only pick up trash contained in a provided cart. No more than a total of three mechanically flipped carts will be emptied at one location during the scheduled pick up day. Carts requiring manual dumping will not be emptied. **A customer may request additional city-owned cart(s) at a cost of \$5.00 per month for each additional cart requested.**

#### **Collection Guidelines for Household Garbage**

Don't miss us! Put your cart out the night before on your designated collection day (service may begin at 5am). Bag your trash to prevent the wind from blowing it out of the container as it is dumped and to keep your container clean. Keep the lid closed, and do not overfill. Our operators do not pick up bags of trash outside the cart. Place container at the curb or edge of street, if you have multiple carts please place them together.



**The City of Brady encourages citizens to recycle!** The Solid Waste Department operates 3 recycling trailers that are located at 1405 N. Bridge St. in the parking lot of the Service Center. Recycling items may also be taken to the Recycling Center located at the Landfill. **Items accepted include: cardboard, newspaper, magazines, aluminum and clean plastic, no household trash.** Metal and glass, is not recycled by the City.



## City of Brady

