



**City of Gulfport**

**Water and Utility Billing Department**

**Customer Steps to Obtain Verification of Water and/or Sewer Service**

1. Call or Visit any of the three sites listed:

**City of Gulfport Public Works Water & Sewer Department**  
**4050 Hewes Ave.**  
**(228)868-5765**

**Water Billing and Collection Department-New Accounts**  
**1422 23<sup>rd</sup> Ave. Lyman office: 13472 Hwy 49**  
**(228)868-5720**

2. Provide the following information to the Customer Service Rep. to process the request:

- A. Company name (if applicable), contact name, phone number and mailing address.
- B. Physical address or lot, block and parcel number.
- C. Type of residence or structure to be serviced. (Large projects require City Code approval.)
- D. Size or type of water service being requested. (Developer, builder, engineer, or architect can provide if unknown.)
- E. Provide a field location by map or general description of where the service needs to be located from the right-of-way or known water main.
- F. New construction? –Service Verification must be completed prior to issuance of building permit.
  - a. Commercial construction- Must provide number of plumbing fixtures.
  - b. Restaurants- Must provide number of total square feet.
  - c. Is a fire suppression system required?
- G. Is the site inside or outside of the City's limits?

3. Once this information has been entered into the system, you will be given a Service Verification Request number. You will then be contacted by phone within 5 business days with the verification results and tap prices.

4. Once the Service Verification has been made, you may proceed to Water Billing and Collection Department to pay fees, and initiate the work order to install proper connections or meters. You will need the Service Verification Request number in order to initiate the Work Order.