Conditions of Water Meter Inspection:

☐ Property pin must be in center of the meter box when u branch assembly is present between the two properties

☐ Water meter box needs to be to grade at time of meter set

☐ PW will need for the meter box to be visible and clear of any spoil and debris for proper inspection of water meter.

☐ Valves, Hydrants, Manholes and Meter Box will also need to be the same condition as when accepted during the final walk through. (Intact, clear of spoil and debris)

☐ Public Works will take photos during inspections.
Meter Purchasing & Installation Process

START

Plans are submitted and fees are assessed.

During the plan review, meter fees will be applied to the building permit. (through eTRAKiT)

Builder pays deposit and connection fee to Utility Billing in person.

Utility Billing creates New World account and notifies builder through eTRAKiT that installation can be scheduled.

Builder schedules meter install with Public Works via eTRAKiT. Public Works receives notification of request for install.

Public Works verifies that the meter box is set and not damaged.

Not damaged

Public Works installs meter.

FINISH

Damaged / unable to install meter

Builder notified through eTrakit that there has been an issue.

Builder corrects issue, contacts public works through E-Trakit and pays $75 fee to reschedule install.