PURPOSE.
Meter Purchasing & Installation Process

- 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.

Damaged / unable to install meter:
- Builder notifies through eTrakit that there has been an issue.
- Builder corrects issue, contacts public works through E-Trakit and pays $75 fee to reschedule install.
Effective 11/5/2018, the City will install all 5/8, 1& 2” meters.

- Meter fees will be applied to the building permit during the plan review.
- All payments will occur at time of permit issuance.
- All water meter accounts will still be established with Utility Billing.
- Meter installation will be scheduled via eTRAKiT. Please allow up to 5 business days for meter installation.
  
  - A maximum of 5 meters will be installed per day per builder.
- Meter box on property will need to be intact, clear of spoil and debris.
  
  - If meter box is not ready for installation, builder will be charged $75 and will need to reschedule installation via eTRAKiT.
- Address needs to be visible to ensure meter is set at the correct address.
- Public Works will document meter information.
eTRAKiT Purchasing Process Walkthrough
Please select only the fees you wish to pay by using the check boxes to the left of the screen. Click the plus sign to see a detailed description of each individual fee.

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<tr>
<th>Item</th>
<th>Fee Description</th>
<th>Amount Due</th>
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<tr>
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<td>WATER METER AND INSTALLATION FEES</td>
<td>2953.43</td>
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<tr>
<td>PERMIT (COMM16-02168)</td>
<td>4&quot; LONG SEWER TAP</td>
<td>1365.57</td>
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<td>PERMIT (COMM16-02168)</td>
<td>5/8 WATER METER</td>
<td>401.00</td>
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<td>PERMIT (COMM16-02168)</td>
<td>5/8&quot; LONG WATER TAP</td>
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eTRAKiT Purchasing Process Walkthrough

### Permit Search

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<th>SEARCH</th>
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### Permit #COMM16-02168

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<th>Attachment</th>
<th>Inspections</th>
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<th>Permit Info</th>
<th>Site Info</th>
<th>Contacts</th>
<th>Fees $2,953.43</th>
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Thank you for coming today

Q&A