

# REQUIREMENTS FOR PURCHASING WATER METERS: NON-RESIDENTIAL PROJECTS (ADDITIONS, CHANGES, REVISIONS, UPGRADES) CITY OF PLANO BUILDING INSPECTION DEPARTMENT

Select one of the following for meter changes

**Projects Under Construction:**

1. Meter changes will require 7-Site plans submitted to the Engineering Department showing the changes on the plan and the Meter Table along with 6-Revised Water and Sewer plans reflecting the change. These are considered Revisions to the project under construction.
2. Payment of the additional meter, Automatic Meter Reader and sewer fees (if applicable) will be paid to the Building Inspections Department. Plans will be stamped and routed to the appropriate city Department.
3. Complete the **Water Meter Information Form** for water service billing information. The forms are in Building Inspection Department.

**Existing Site – New Service Without Taps:**

1. Pay Building Inspection Department the Estimate Fee. After payment of the estimate fee Utility Operations will inspect location and forward an itemized work order to the customer and to Building Inspection showing the total charges required to set new meter taps. Contact Utility Operations with questions regarding Work Order Estimates (972)-769-4151).
2. Submit 4-Site plans to Engineering Department showing location of the meter, suite number (if applicable) and change to the Meter Table. Pay meter, sewer fees (if applicable) and Automatic

This handout is for informational purposes only and should not be relied on in place of official regulations and/or policies. The CITY OF PLANO makes no representations, guarantees, or warranties as to the accuracy, completeness, currency, or suitability of the information provided via the handout. Customers and citizens are personally responsible for complying with all local, state and federal laws pertaining to projects within the city. Copies of the CITY OF PLANO adopted codes and Zoning Ordinances can be found on the city website at [www.plano.gov](http://www.plano.gov) or at the CITY OF PLANO Municipal Center at 1520 Avenue K, Plano, Texas.

- Meter Readers to the Building Inspections Department. Also pay the Work Order charges to Building Inspections Department prior to Utility Operations making new meter taps and installing the meter.
3. Complete the **Water Meter Information Form** for water service billing information. The forms are in Building Inspections Department.
  4. Checklist-Utility Operations will set meter(s) after the following applicable items have been completed:
    - Estimate fee paid – Building Inspections Department
    - 4-Site plans reflecting the changes submitted-Engineering
    - Meter, sewer and Automatic Meter Reader fees paid in Building Inspections Department
    - Set up water billing account information-Forms provided in Building Inspections Department. The meter will not be set until this information is complete. Contact Customer and Utility Billing with questions regarding water-billing information (972-941-5102).
    - Tap fee including Labor and Materials (provided from the estimate) paid – Building Inspections Department.

### **Existing Site – New Service With Taps:**

1. Submit 4-Site plans to the Engineering Department showing the location of the meter, suite number (if applicable) and Meter Table change. Pay meter, sewer and Automatic Meter Reader fees (if applicable) to the Building Inspections Department prior to Utility Operations installing the meter.
2. Complete the **Water Meter Information Form** for water service billing information. The forms are in Building Inspection Department.
3. Checklist – Utility Operations will set the meter(s) after the following applicable items have been completed:
  - 4-Site plans reflecting the changes submitted- Engineering Department
  - Meter, sewer and Automatic Meter Reader fees paid – Building Inspections Department
  - Set up water billing account information - Forms provided in Building Inspections Department. The meter will not be set until this information is complete. Contact Customer and Utility Billing with questions regarding water-billing information (972-208-8103).

#### **Department Contact Information**

Building Inspection: 972-941-7140 Contact Person: Permit Representative  
Customer Utility Billing: 972-941-5102 Contact Person: Pearl Milton  
Engineering: 972.-941-7152: Contact Person: Engineering Technician  
Contact Person for Meter Shop: 972-769-4151 Meter Services Technician

This handout is for informational purposes only and should not be relied on in place of official regulations and/or policies. The CITY OF PLANO makes no representations, guarantees, or warranties as to the accuracy, completeness, currency, or suitability of the information provided via the handout. Customers and citizens are personally responsible for complying with all local, state and federal laws pertaining to projects within the city. Copies of the CITY OF PLANO adopted codes and Zoning Ordinances can be found on the city website at [www.plano.gov](http://www.plano.gov) or at the CITY OF PLANO Municipal Center at 1520 Avenue K, Plano, Texas.

Water Meter Information Form  
New Commercial Projects

Building Inspection will route completed form to Utility Billing (UB)  
Questions, please contact Pearl Milton in (UB) (972) 941-5102

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

**Form must be COMPLETED to ensure prompt service**

Address of Meter(s): \_\_\_\_\_ Suite/Apt. \_\_\_\_\_

(Separate form required for different addresses or suites/apartments)

Subdivision Name: \_\_\_\_\_ Blk: \_\_\_\_\_ Lot: \_\_\_\_\_

**Billing Information for Water Service:**

Company: \_\_\_\_\_

Attention of: \_\_\_\_\_

Address: \_\_\_\_\_ Suite/Apt \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Contact Information:**

Contact Company Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Cellular: \_\_\_\_\_

Pager: \_\_\_\_\_

**Property Owner:**

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

Phone Number: \_\_\_\_\_

Customer Signature: \_\_\_\_\_

---

Office Use Only: Plans Examiner to attach Meter/Sewer and AMR fees schedule to this document.

---

This handout is for informational purposes only and should not be relied on in place of official regulations and/or policies. The CITY OF PLANO makes no representations, guarantees, or warranties as to the accuracy, completeness, currency, or suitability of the information provided via the handout. Customers and citizens are personally responsible for complying with all local, state and federal laws pertaining to projects within the city. Copies of the CITY OF PLANO adopted codes and Zoning Ordinances can be found on the city website at [www.plano.gov](http://www.plano.gov) or at the CITY OF PLANO Municipal Center at 1520 Avenue K, Plano, Texas.