

# EVAPORATIVE COOLING TOWER METER INSTALLATION AND INSPECTION CHECKLIST

The evaporative cooling tower deduct water meter and automated meter reading (AMR) installation consists of an approved water meter (both type & size) and an AMR device with the necessary wiring. An approved backflow device is also required.

Pre and post inspections by the City of Plano Customer & Utility Services Department (CUS) and Utility Operations Department (UOP) are necessary. The following steps should be completed and signed off on in order to ensure completion of the permit process.

\_\_\_\_\_ Application for cooling tower permit see Fee Schedule to be obtained by a state licensed City of Plano registered plumber in the Building Inspections Department, Ste 140. The telephone is 972-941-7140. Permit will be placed on hold until appropriate approvals from CUS & UOP. (Reference next 3 steps)

\_\_\_\_\_ Contact Johnny Kemp in the Customer & Utility Services Department (CUS), Suite 120 or by telephone at 972-941-5107. A pre-inspection will be scheduled with applicant, CUS and Utility Operations (UOP).

\_\_\_\_\_ Pre-inspection of the area by CUS to identify placement of the meter and the AMR device. AMR device and wiring will be made available at this time. Applicant will provide materials such as conduit and meter insulation (if necessary). The length of cable to connect the water meter to the AMR device cannot exceed 100 feet. **This pre-inspection must be approved prior to permit issuance by the Building Inspections Department.**

\_\_\_\_\_ Pre-inspection by UOP to identify feed line to cooling tower meter and easy access to meter. **This pre-inspection must be approved prior to permit issuance by the Building Inspections Department.**

\_\_\_\_\_ Plumber/Owner can pick up cooling tower permit and purchase water meter in Building Inspections, Ste 140. Water billing information will be required when meter is purchased. (Fee will include meter plus AMR device):

Water Billing Information:  
Owner/Company Name  
Address, City, State, Zip  
Contact Name, Phone number

\_\_\_\_\_ Pick up meter and installation instructions at Utility Operations, 4120 W. Plano Parkway. Take receipt of purchase. Utility Operations phone number, 972-769-4160.

\_\_\_\_\_ Post inspection of the AMR device and wiring connection to the water meter. Call CUS at 972-941-5107. AMR device will be programmed at this time. Additional inspection will be scheduled within two weeks from date to check the accuracy of the AMR device.

\_\_\_\_\_ Post inspection of meter installation by UOP to check for correct meter installation and correct by-pass installation. (Scheduled at same time as CUS post inspection)

**(AMR criteria on the next page)**



## Cooling Tower AMR Criteria

- The AMR unit connects to the cooling tower meter using 24 gauge wires.
  - A maximum of 100 feet of wire may be added to the wire on the meter register.
  - The AMR unit must be located outside of the structure near the outer wall.
  - The AMR unit must be easily accessible by the City of Plano personnel.
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- The pre-inspection will approve the location of the cooling tower and identify the location of the meter and AMR unit.
  - The AMR unit and necessary wire will be supplied to the customer at the time of the pre-inspection.
  - The meter will be purchased at the City's Building Inspection office (Ste 140) and then picked up at Utility Operations Meter Department (4120 W. Plano Parkway). Installation instructions will be included.
  - The customer will install the meter, mount the AMR unit and then call 972-941-5107 for a post inspection.
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- The post inspection will check the meter installation and the AMR location.
  - The AMR unit will be connected to the meter that feeds the cooling tower meter.
  - A follow up inspection will occur within two weeks of the AMR installation to verify the accuracy of the AMR unit.



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# 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: \_\_\_\_\_

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

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[www.buildinginspections.org](http://www.buildinginspections.org)

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