

# **New Meter Request Process**

Before the meter installation and activation process can commence, the following prerequisites must be completed by the Developer:

- Facility Capacity Fees (FCF)
- Certificate of Compliance
- Materials & Labor SOW (funding)
- Project Tract Map recorded with LA
- Project is installed, tested, and active
- Project Punchlist is complete
- Close-Out Documents

As-Built & Record Drawings As-Built Survey Data

Final Geotechnical/Compaction Report

Easements (if applicable)

Email **newmeterrequest@scvwa.org** for assistance.

## **Meter Installation Process**

## Developer

The Developer shall request a meter in Procore no earlier than when the building foundation is complete, and framing started. Meter box protection per Standard Drawing WP-146 is installed.

## Inspection

An SCVWA Inspector will inspect the site for meter installation and confirm a pass or fail in Procore.

(within 5 business days of request)

## **Customer Service Field Ops**

Field Operations will install the meter and tailpiece at the approved site and confirm completion in Procore. Service will remain locked.

(within 10 business days of inspection)

## **Customer Service**

Customer Service will create a billing account for the newly installed meter and confirm completion in Procore.

(within 7 business days of installation)

## **Meter Activation Process**

#### Developer

Developer connects to meter and requests meter inspection in Procore no earlier than when building stucco and any conflicting surface concrete is complete.

## Inspection

An Inspector will re-inspect the site to ensure meter setting still adheres to SCVWA standards and confirms in Procore. If inspection passes, water service is turned on.

(within 5 business days of request)

### **Customer Service**

**Customer Service updates** status of meter to "On" and confirms in Procore.

## **Engineering**

Close and distribute meter submittal.

(within 7 business days of inspection)