

PROCESS FOR REQUEST FOR WATER SERVICES METER DOWNSIZE



At the time water meters were first installed, their size was based on State of California Uniform Plumbing Code and anticipated needs of customers and the fire department.

Downsizing fire service water meters require prior Orange County Fire Authority written approval.

ALL SERVICE ACCOUNTS:

Water meter and pipe size requirements for water service connections are set by the State of California Uniform Plumbing Code. Any property owner desiring to reduce the water meter size for their property must submit a "REQUEST FOR METER DOWNSIZE" and "WATER METER SIZING WORKSHEET". Tenants who pay the utility bill for the property and who desire to downsize the water meter must first have written permission from the property owner on the "REQUEST FOR METER DOWNSIZE" form. Effective upon approval of the "REQUEST FOR METER DOWNSIZE" and the deposit of \$500.00 to the service account for meter change out, the City of Tustin Finance Department – utility billing will adjust the water meter fixed and capital rates on the customer's account to the appropriate meter size and the City of Tustin Public Works Department will schedule the water meter change out. During the water meter change out, the water to the property will be turned off. For that reason we will notify the property owner of the date, time and duration of the turn off while the water meter change out is made. It will be the responsibility of the property owner to notify all tenants on the premises of the turn off information. All consumption on the change out meter since the last meter reading shall be billed on the next billing cycle to the account holder.

SINGLE FAMILY DWELLINGS:

Property owners will be required to contract with a Licensed Professional Engineer, duly registered in the State of California or a California State Licensed Plumbing Contractor to determine the smallest allowable water meter size for their property pursuant to the latest State of California Uniform Plumbing Code. Upon City approval, all actual costs associated with the new meter and installation shall be the responsibility of the property owner. If after the water meter downsize the customer would like to upgrade to a larger meter, the customer will be required to upgrade to a new water meter pursuant to State of California Uniform Plumbing Code and the City of Tustin Standard Plans and Design Standards, latest edition. All costs associated with the upgrade shall be borne by the property owner, including meter change out deposit of \$500.00.

COMMERCIAL AND MULTIPLE FAMILY UNITS:

Commercial and Multifamily units must provide a water demand analysis prepared by a Licensed Professional Engineer, duly registered in the State of California AND SUBMIT FOR FORMAL PLAN CHECK REVIEW AND PLUMBING PERMIT THROUGH THE COMMUNITY DEVELOPMENT DEPARTMENT BUILDING DIVISION. All costs associated with the new meter and the Community Development Department review process shall be bore by the property owner.

I certify that I have read and understand the requirements for the "REQUEST FOR METER DOWNSIZE" and will abide by the requirements set forth.

PROPERTY OWNER SIGNATURE

PHONE NUMBER

PROPERTY ADDRESS

DATE