



DEVELOPMENT SERVICES CENTER



DSC Information Notice #189 March 7, 2012

Topic: Water Meter Processes for Development Projects

Background

Water meter installation and removal within the City of Virginia Beach is coordinated between multiple Divisions of the Department of Public Utilities (DPU). A clear outline of these processes is required to provide quality customer service in support of water meter installation and/or removal for development projects. This notice further defines those requirements.

Discussion

Demolition: The contractor, developer, or property owner must obtain a letter from DPU stating utility services have been terminated prior to obtaining a demolition permit. The demolition permit cannot be issued without the termination letter. The water meter (if existing) must be removed prior to receiving this letter. The contractor, developer, or property owner shall contact DPU at (757) 385-4631 to request the water service termination and removal of the existing water meter. A DFU (Drainage Fixture Unit) inspection may be requested from Permits and Inspections at (757) 385-4211. This inspection will record what plumbing fixtures are in the building being demolished or altered. Public Utilities can only credit the property for the existing plumbing fixtures and associated DFU credits with a DFU inspection.

Plan Review: When a structure is being demolished, the DSC utility plan submittal must denote the removal of an existing water meter including the DPU identification number (field verified). If the water meter has been removed, state this on the plan.

Construction Water Meters: Water meters for construction purposes require the completion of an application to DPU and the establishment of a separate account for construction water consumption billing. DPU will evaluate the field conditions prior to approving applications; allow 1-2 days for this process. If a construction water meter utilizes the existing water service tap intended for the future structure, then DPU will only charge one water meter installation fee. However, if the contractor, developer, or property owner requests temporary use of the existing water service tap that is to be abandoned or to be relocated to the right-of-way line, a water meter installation fee shall be paid with the application for a construction water meter. Additionally, a permanent water meter installation fee will also apply. Construction meter accounts are unique in that they only bill for water consumption and not for other associated fees.

Permanent Water Meter Installation: The permanent water meter shall be installed only after a contractor, developer, or property owner has constructed the footings or slab for the structure. Additionally, if work is required in the City right-of-way, including any abandonment of existing water service taps (refer to DSC Notice # 179); all work must pass inspections performed by DPU prior to the request for permanent water meter installation. The contractor, developer, or property owner must contact DPU Inspections at (757) 385-4171 at least 48 hours prior to construction in the City’s right of way or easements. The contractor, developer, or property owner must contact DPU Inspections to schedule an inspection prior to backfill of the water service line.

Effective Date: Immediately

For More Information, Please Contact:

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