

City of Fort Collins
New Construction - Water Meter Installation Procedures

Contents

Phone Numbers	1
Water Meter Construction Specifications	1
Construction Water	2
Single Family Water Meters	2
Duplex/ Multi-Family / Commercial Buildings Water Meters	3
Irrigation/Sprinkler Service Water Meters	3
Fire Line Water Services.....	4

Phone Numbers

Water Meter Shop.....	970-221-6759	Schedule Water Meter Inspections, Water Meter Questions, Water Meter Construction Specifications, Turn-On or Off for Construction Water.
Utility Service Center.....	970-212-2900	Development Review, Permits, Water Utility Construction Specifications, Temporary Fire Hydrant Meters, Turn-On or Off for Fire Line, Temporary Turn-On or Off for Repairs.
Customer Service.....	970-212-2900	Change of Accounts, Billing Questions
Building Inspection.....	970-416-2740	Schedule Building Inspections

Water Meter Construction Specifications

1. The Water Utilities Standard Construction Specifications can be obtained from the Utility Service Center.
2. The Water Meter and Services portion of the Construction Specifications can be obtained from the Water Meter Shop.
3. The Construction Specs can also be found online at - www.fcgov.com/utilities.

Construction Water

1. The Water Permit may include a one-time fee for the use of construction water.
2. The fees must be paid before construction water can be used.
3. While building a new structure on a property, contractors can use water from the service without a water meter installed if the Water Permit includes a Construction Water fee. This is for temporary construction related purposes for that property only. (Examples: Cleaning paint brushes, testing water lines etc.)
4. Un-metered Construction Water is not to be used for irrigating sod or other landscape plants.
5. Water services dedicated for Irrigation/Sprinkler systems only (Examples: HOA greenbelts, Apartment complexes or Commercial irrigation systems) are not allowed construction water or to be turned on at the City's curb stop or control valve without a meter installed first.
6. Requests for the water to be turned on for construction water must be made to the Water Meter Shop. One business day notice is required.
7. Curb stops, and street valves can only be operated by City Utility employees or City Engineering Inspectors.

Single Family Water Meters

1. The builder has the option to install an exterior or interior meter setting unless otherwise specified during development and review. Meters are not allowed to be installed in crawl spaces.
2. The builder installs an interior or exterior meter setting according to the Utilities Standard Construction Specifications. Materials for the setting are provided by the builder or sub-contractors.
3. The builder calls the Water Meter Shop to schedule an inspection and installation. Two business days notice is required.
4. The Water Meter Inspector inspects for proper meter setting installation and fills out a Water Meter Inspection form.
5. If the installation fails inspection, the builder is given a copy of the Inspection Form.
6. The builder makes the necessary corrections.
7. The builder calls the Water Meter Shop to schedule a re-inspection and installation. Two business days notice is required.
8. When the installation is accepted the meter is installed by the Water Meter Inspector and the Water Meter Shop releases their portion of the Certificate of Occupancy.
9. The date the meter is installed is the date the account begins billing at the metered rate.
10. A charge for the Water Meter and a first inspection trip is included in the Water Permit unless specified on the Permit. Additional trips for re-inspections will be billed for labor and equipment (1-hour minimum) to the owner listed on the Water Permit.

Duplex/ Multi-Family / Commercial Buildings Water Meters

1. The builder must install an exterior meter setting unless otherwise specified during development and review.
2. The builder installs an exterior meter setting according to the Utilities Standard Construction Specifications. Materials for the setting are provided by the builder or sub-contractors.
3. The builder calls the Water Meter Shop to schedule an inspection and installation. Two business days notice is required.
4. The Water Meter Inspector inspects for proper meter setting installation and fills out a Water Meter Inspection form.
5. If the installation fails inspection, the builder is given a copy of the Inspection Form.
6. The builder makes the necessary corrections.
7. The builder calls the Water Meter Shop to schedule a re-inspection and installation. Two business days notice is required.
8. When the installation is accepted the meter is installed by the Water Meter Inspector and the Water Meter Shop releases their portion of the Certificate of Occupancy.
9. The date the meter is installed is the date the account begins billing at the metered rate.
10. A charge for the Water Meter and a first inspection trip is included in the Water Permit unless specified on the Permit. Additional trips for re-inspections will be billed for labor and equipment (1-hour minimum) to the owner listed on the Water Permit.

Irrigation/Sprinkler Service Water Meters

1. The builder must install an exterior meter setting unless otherwise specified during development and review.
2. The builder installs an exterior meter setting according to the Utilities Standard Construction Specifications. Materials for the setting are provided by the builder or sub-contractors.
3. The builder calls the Water Meter Shop to schedule an inspection and installation. Two business days notice is required.
4. The Water Meter Inspector inspects for proper meter setting installation and fills out a Water Meter Inspection form.
5. If the installation fails inspection, the builder is given a copy of the Inspection Form.
6. The builder makes the necessary corrections.
7. The builder calls the Water Meter Shop to schedule a re-inspection and installation. Two business days notice is required.
8. When the installation is accepted the meter is installed by the Water Meter Inspector and the Water Meter Shop releases their portion of the Certificate of Occupancy.
9. The date the meter is installed is the date the account begins billing at the metered rate.

City of Fort Collins
New Construction - Water Meter Installation Procedures

10. A charge for the Water Meter and a first inspection trip is included in the Water Permit unless specified on the Permit. Additional trips for re-inspections will be billed for labor and equipment (1- hour minimum) to the owner listed on the Water Permit.

3-inch or Larger Water Meters

1. The builder must install an exterior meter setting unless otherwise specified during development and review.
2. The builder installs an exterior meter setting according to the Utilities Standard Construction Specifications.
3. The 3-inch or larger size water meters are issued to the builder at the Water Meter Shop at 700 Wood Street.
4. The builder installs the water meter in the meter vault.
5. The builder calls the Water Meter Shop to schedule an inspection and installation. Two business days notice is required.
6. The Water Meter Inspector inspects for proper meter setting installation and fills out a Water Meter Inspection form.
7. If the installation fails inspection, the builder is given a copy of the Inspection Form.
8. The builder makes the necessary corrections.
9. The builder calls the Water Meter Shop to schedule a re-inspection and installation. Two business days notice is required.
10. When the installation is accepted the Water Meter Shop releases their portion of the Certificate of Occupancy.
11. The date the meter is accepted is the date the account begins billing at the metered rate.
12. A charge for the Water Meter and a first inspection trip is included in the Water Permit unless specified on the Permit. Additional trips for re-inspections will be billed for labor and equipment (1-hour minimum) to the owner listed on the Water Permit.

Fire Line Water Services

1. Water services to fire systems in buildings are not metered.
2. Call Customer Service for new fire line water service turn on requests.
3. One business day notice is required.
4. The Engineering Acceptance Report and the As-built drawings must be received by the Utility before any fire line can be turned on.