Procedure for Receiving City Water Service

Step 1: Purchase water tap and meter at the Building Department

Water taps can be purchased during regular business hours at the Building Department in the Elks Civic Building at 107 South Cascade Avenue. Water taps for single-family dwellings are $2,635 for the smallest tap size available (3/4”). Larger tap sizes are available for an additional fee.

It is preferred that a tap be purchased at the same time that a building permit is obtained. If a tap is purchased well in advance of building permit, the applicant will be required to pay any difference between the original amount paid and the current tap fees at the time that the water tap is put into service.

Sewer taps can be purchased along with the water tap. There is a separate fee for the sewer tap. Again, the preference is that both taps be purchased at the time that the building permit is obtained.

Step 2: Request meter installation

Water meter installation can be requested by telephone at 240-1445 or in person at the Building Department office. If Building Department personnel are not available, call 240-1407 or speak with Customer Service at the main entrance to City Hall.

Two types of meter installation can be requested:

Construction water – City water services may be used during construction. This service may be obtained with the building permit for a $60.00 fee. The customer should notify the Building Department when they wish to begin using construction water so that a water meter can be installed and water service can begin. NOTE: The customer must install a backflow prevention device before the water will be turned on.

Regular utility billing will not be initiated for construction water. The cost of the service is covered by the $60 fee.

Final water service - After final construction inspection has been requested and completed and a Certificate of Occupancy has been been issued, final water service will begin. Regular utility billings to the property owner will also begin at this time.

Meters will usually be installed within 48 to 72 hours of the customer’s request, depending on workload and holidays. Installation will be delayed if access to the meter pit is obstructed.

If you have any questions about this process, please call the Building Department at 240-1445. For further information about city building codes and regulations, visit the Document Center on city’s Web site at www.cityofmontrose.org.