



CONSTRUCTION METER CHECKLIST

WATER METER APPLICANT/CONTRACTOR'S REQUIREMENTS

Requirements for obtaining, using, and returning construction water meters are as follows:

- Contact the Meter Reader Supervisor at 972-919-2599 during the hours of 8:00 a.m. and 2:00 p.m. or email constructionmeters@farmersbranchtx.gov Monday through Friday to schedule meter pick up.
- Applicant/contractor must fill out, submit application for Construction Water Meter Account, and pay the required deposit and fee at time of pick up.
- The City Finance Department will create an account once the water meter number and initial meter dial reading number has been verified and recorded by the Meter Reader Supervisor when the applicant/contractor picks up the construction meter.
- The applicant/contractor will be billed for actual water consumption. Photos of meter reading and serial number must be emailed to constructionmeters@farmersbranchtx.gov between the 13th and 18th every month.
- The applicant/contractor is responsible for installing, maintaining, securing and protecting the water meter in their possession. Damaging or losing the water meter will result in additional charges to the applicant/contractor and may result in forfeiture of deposit. The applicant/contractor must also take necessary precautions to avoid freeze damage to the water meter during freezing temperatures. **The water meter may only be placed on white or red Farmers Branch fire hydrants.**
- The water meter must be returned to the Meter Reader Supervisor between the hours of 8:00 a.m. and 2:00 p.m. Monday through Friday. Upon return of the construction meter by the applicant/contractor, the water meter number, final dial reading, and the physical condition of the water meter will be verified and recorded by the Meter Reader Supervisor. **The water meter account will remain active until the meter is returned to the City and all charges are paid.**
- Failure to pay all charges due under a construction water meter account may result in the withholding of building permits and certificates of occupancy pending account settlement.**



Construction Water Meter Account Application

DEPOSIT: \$1,200.00

ADMINISTRATIVE FEE: \$50.00

Date: _____

Company's Tax I.D.: _____ Project Name: _____

Company's Name: _____

Street Address: _____

City, State, Zip _____

Company's Phone No.: _____ Contractor's Cell Phone No.: _____

I have read and understood the Construction Meter Checklist. Failure to comply with the requirements may result in the withholding of building permits and certificates of occupancy pending account settlement.

Applicant/Contractor's Signature

Internal Office Use Only

Meter Issued Date: _____ Meter Number: _____

Meter Begin Read: _____

Applicant/Contractor's Signature: _____

Utility Employee: _____

Finance Department

Account Number: _____ Amount: \$ _____

Payment Received By: _____