



Procedure for Installation of a New Water Meter

Step No.1:

- The contractor (or property owner, when allowed by the Florida Building Code) applies for a plumbing permit along with corresponding sketch indicating location and size of backflow preventer, water meter, and water service line.
- Submit permit application, letter of transmittal and sketch to the Building Department via email at epermits@hollywoodfl.org. The application is available on-line at <http://www.hollywoodfl.org/DocumentCenter/View/4764/Hollywood-Permit-Application?bidId=>
- The fee can be estimated using the Permit Cost Estimator online at <http://www.hollywoodfl.org/913/Permit-Cost-Estimator>.
- The Reserve Capacity Charge (RCC) is collected when the permit is pulled and an itemized receipt is issued. This can be paid online through the Building Permit Self-service webpage at <http://apps.hollywoodfl.org/building/PermitStatus.aspx> upon entering the property address or permit number search.

Step No.2:

- Upon issuance of permit, transmitted from the Building Department via email, the contractor will perform the work to include installation of a backflow preventer and other plumbing improvements downstream from the meter as required by the Plumbing Code.
- The permittee will coordinate with the City's Plumbing Inspector. The inspection will obtain a PP (Pass Partial) result since the backflow preventer is not connected to the City's water source at that point.
- The inspections can be requested by calling the automated inspection scheduling line at 954-921-3646 or online at <http://apps.hollywoodfl.org/building/PermitStatus.aspx>.

Step No.3:

- The permittee will request a "Request for New Meter" application from Alicia Vereia-Feria in the Public Utilities Department at City Hall Room 308 via email at averea-feria@hollywoodfl.org. Complete the contact information, sign and return via email to same.
- To initiate the new account, the customer will submit the Utility Service Application Form, available online at <http://www.hollywoodfl.org/DocumentCenter/View/59/utilityserviceapplication?bidId=>, notarized accordingly, with personal identification, warranty deed or lease, to Alicia Vereia-Feria via email.
- Ms. Vereia-Feria will transmit to the Utilities Billing Division via email to PayUtility@hollywoodfl.org.
- The Utilities Billing Division will email the customer the amount due for tapping and installation fee plus deposits, as applicable.
- Payments are currently being accepted via Drive Thru window at City Hall.
- Upon receipt of payment, the Utility Billing Division submits the Service Order to Underground Utilities for installation of the meter within 14 to 30 days.

Step No.4:

- After the water meter is installed, the final inspection can be scheduled through the automated inspection scheduling line at 954-921-3646 or online.
- Once the final inspection is approved, the permit will automatically close within 24 hours.

RCC and tap and service fees for new water meters are as follows:

	Approx. Tapping & Installation Fee	Water RCC	Sewer RCC*
RESIDENTIAL			
Single Family, 5/8" meter	\$1,130	\$1,130.00	\$2,130.00
Single Family, 1" meter	\$1,305	\$1,130.00	\$2,130.00
Duplex/Triplex (per unit), 5/8" meter	\$1,130	\$1,130.00	\$2,130.00
Mobile home (per unit), 5/8" meter	\$1,130	\$322.52	\$608.34
Multi-family (3 or more units)	See meter sizes below	\$807.48/unit	\$1,521.66/unit
NON-RESIDENTIAL (AND IRRIGATION)			
5/8" meter	\$1,130	\$1,130.00	\$2,130.00
1" meter	\$1,305	\$2,825.00	\$5,325.00
1-1/2" meter	\$2,150	\$5,650.00	\$10,650.00
2" meter	\$2,415	\$9,040.00	\$17,040.00
3" meter	\$4,665	\$18,080.00	\$34,080.00
4" meter	\$9,470	\$28,250.00	\$53,250.00
6" meter	\$12,885	\$56,500.00	\$106,500.00
8" meter	\$16,825	\$90,400.00	\$170,400.00

* Sewer RCC is not applicable for irrigation meters or the properties that are on the individual (septic tank) sanitary sewer system.