



## WATER METER POLICY

To submit for a Water Meter please follow these steps:

1. Go to [emcity.org](http://emcity.org)
2. Slide the curser over the **Departments** tab.
3. Under the **Public Works** tab there is a link; click on the **Water Utility Request Form**
4. Fill out the request form for the water meter then submit.

**\*\*NOTE:** There is a 7 business day deadline for the water meter to be installed from the date of submittal. If the request is rejected, you will receive an email with a picture and an explanation as to why it was rejected. Once you have fixed the problem, please resubmit for a water meter by following the steps listed above.

### **Water Meter Installation Requirements**

1. The top of the water can is required to be at grade which is level to 1 inch above curb to sidewalk. *(On the half acre lots or larger, please note that this is not a requirement, but it will be required to be within grade of current standing and cannot be within 5 feet of any rock wall.)*
2. The setter is required to be at 20 inches (plus or minus 2 inches) from the top of the lid.
3. The driveway and drive approach must be completed. *(On half acre lots or larger this will be required if it is within 25 feet.)* If there is work being done within plus or minus 5 feet of the meter the work will need to be completed before submitting for a meter installation
4. The home needs to be **clearly marked** with the lot number and address on the foundation, in the window, OR on a sign in front of the house.
5. The water can is required to be backfilled to the top of the lid.
6. There must be no scaffolding or any other materials/trucks/trash blocking or around the meter.
7. The home final inspection is required to be within 15 days from when the request is submitted.

*If you have any questions on the above information feel free to contact*  
**Public Works Department 801-789-6670**

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In an effort to limit the number of re-inspections and be available for those who are fully ready for their inspections, the Building Department will no longer perform a re-final inspection without the water meter being installed first. The builder shall be responsible to properly schedule with the Water Department for the installation of the water meter. When scheduling the re-final inspection, the builder needs to verify that the water meter has been installed. If the building inspector subsequently finds out that the water meter has not been installed as indicated by the builder when the re-final inspection was scheduled, the inspector will not perform the inspection and the builder will be assessed a **\$50.00 re-inspection fee**. The builder **will not** be allowed to re-schedule the re-final inspection or receive the C of O until the re-inspection fee has been paid and the Water Department has verified to the Building Department the water meter has been installed. With the fee paid and water meter verification, the builder can re-schedule the re-final inspection.

**\*\*Builders that are found abusing this policy will be required to have the water meter set before the first final inspection and also have written verification from the Water Department prior to scheduling.**

This policy is subject to modification or change as deemed necessary by the Building Department.

Effective 11/28/16