

# PROCESS FOR REQUEST FOR WATER SERVICES METER CHANGE-OUT



At the time water meters were first installed, their size was based on State of California Uniform Plumbing Code and anticipated needs of customers and the fire department.

Downsizing fire service water meters require prior City of Monrovia Fire Department written approval.

## **ALL SERVICE ACCOUNTS:**

Water meter and pipe size requirements for water service connections are set by the State of California Uniform Plumbing Code. Any property owner desiring to change the water meter size for their property must submit a "REQUEST FOR METER CHANGE-OUT" and "WATER METER SIZING WORKSHEET". Tenants who pay the utility bill for the property and who desire to change their water meter size must first have written permission from the property owner on the "REQUEST FOR METER CHANGE-OUT" form. Effective upon approval of the "REQUEST FOR METER CHANGE-OUT" and the full payment of the cost of material and labor for meter change out, the City of Monrovia Finance Department - Utility Billing will adjust the water meter rates on the customer's account to the appropriate meter size. The City of Monrovia will schedule the water meter change out as soon as possible. During the water meter change out, the water to the property will be turned off. For that reason we will notify the property owner of the date, time and duration of the turn off while the water meter change out is made. It will be the responsibility of the property owner to notify all tenants on the premises of the turn off information. All consumption on the change out meter since the last meter reading shall be billed on the next billing cycle to the account holder.

## **SINGLE FAMILY DWELLINGS:**

Property owners will be required to contract with a Licensed Professional Engineer, duly registered in the State of California or a California State Licensed Plumbing Contractor to determine the smallest allowable water meter size for their property pursuant to the latest State of California Uniform Plumbing Code. Upon City approval, all actual costs associated with the new meter and installation shall be the responsibility of the property owner. If after a water meter downsize the customer would like to upgrade to a larger meter, the customer will be required to upgrade to a new water meter pursuant to State of California Uniform Plumbing Code and the City of Monrovia Standard Plans. All costs associated with the upgrade shall be borne by the property owner.

## **COMMERCIAL AND MULTIPLE FAMILY UNITS:**

Commercial and Multifamily units must provide a water demand analysis prepared by a Licensed Professional Engineer, duly registered in the State of California AND SUBMIT FOR FORMAL PLAN CHECK REVIEW AND PLUMBING PERMIT THROUGH THE MONROVIA BUILDING DEPARTMENT. All costs associated with the new meter and the Community Development Department review process shall be borne by the property owner.

I certify that I have read and understand the requirements for the "REQUEST FOR METER CHANGE-OUT" and will abide by the requirements set forth.

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**PROPERTY OWNER NAME AND SIGNATURE**

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**DATE**

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**ADDRESS**

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**E-MAIL ADDRESS**

# REQUEST FOR WATER METER CHANGE-OUT



Service Address: \_\_\_\_\_

Existing Water Meter Service Size: \_\_\_\_\_ inches

Requested Water Meter Service Size: \_\_\_\_\_ inches

Existing Water Service Connection Line Size: \_\_\_\_\_ inches

Requesting the change of a water meter must meet the State of California Uniform Plumbing Code requirements for each water service connection. Verification of "Water Meter Size Worksheet" must be completed and submitted to the office of the Director of Public Works by a licensed Professional Engineer or Licensed Plumbing Contractor for all accounts. Water Service Meter change-out must have prior written approval by the City of Monrovia Public Works Department and must accompany the "Water Meter Size Worksheet."

- APPROVED
- DENIED

\_\_\_\_\_  
Alex Tachiki / Director of Public Works Date

\_\_\_\_\_  
Brad S. Merrell, PE / City Engineer Date

Upon approval, the following owner statement must be signed.

**Owner Statement:**

I hereby request the City of Monrovia to change out my existing water meter and replace it with the size listed above. **I certify that the meter requested meets the State of California Uniform Plumbing Code, I will pay all actual cost associated for a new meter and installation before any work is authorized.** I further request that my utility billing water meter rate be adjusted to the new rate effective immediately. I also agree to pay the cost of the water consumption on the changed out meter since the last meter reading.

\_\_\_\_\_  
**Property Owner Signature** **Date**

**OFFICIAL USE ONLY**

**PUBLIC WORKS**

<b>FINAL READING OLD METER:</b>	<b>METER TYPE</b>
<b>START READ NEW METER:</b>	<b>METER SERIAL NO:</b>
<b>DATE WORK COMPLETED:</b>	<b>BY:</b>

**FINANCE DEPARTMENT**

<b>UTILITY BILLING METER CODE</b>	<b>ACCOUNT No.</b>
<b>CHANGE METER MODEL TO:</b>	<b>DEPOSIT DATE:</b>
<b>DATE CHANGED:</b>	<b>SENT TO WATER DEPARTMENT:</b>

CITY OF MONROVIA

**WATER METER SIZING WORKSHEET**  
(RESIDENTIAL USE)



Date	Account Number
Property Owner Name:	Service Address
Account Holder Name:	PH #(s), please designate (hm, cell, and Wk)
Assessors Parcel Number (APN):	<b>FIRE SERVICE METER</b> (yes or no) i.e. does the residence have fire sprinklers? If yes, stop! Downsizing fire service meters requires prior written approval by the Monrovia Fire Department.

The following worksheet must be completed and contains information needed to estimate customer demand and the required minimum meter size required. This has been simplified to meet the requirements of a typical residential customer to facilitate ease of use. **This form must be accompanied by a written Certificate of Compliance duly signed by a licensed Professional Engineer or Licensed Plumbing Contractor** for the determination of the smallest allowable water meter size for the property. However, special cases may need to be analyzed in further detail by a Professional Engineer [e.g. larger lot, fire flow, multi-story, secondary units/structures]

(1) Appliances, Appurtenances or Fixtures	(2) Number of Fixtures	(3) Fixture Value	(4) Total Fixture Value Unit
Bar Sink		X 1 =	
Bathtub or Tub/Shower		X 4 =	
Clothes Washer		X 4 =	
Dishwasher		X 1.5 =	
Drinking Fountain		X 0.5 =	
Hose Bib, first		X 2.5 =	
Hose Bib, each additional		X 1 =	
Kitchen Sink		X 1.5 =	
Laundry Sink		X 1.5 =	
Lavatory Sink		X 1 =	
Mop or Service Sink		X 1.5 =	
Shower		X 2 =	
Urinal 1.0 GPF		X 2 =	
Water Closet, 1.6 GPF Gravity Tank		X 2.5 =	
Water Closet, >1.6 GPF Gravity Tank		x 3	
Water Closet, 1.6 GPF Flushometer Valve		X 5 =	
Water Closet, >1.6 GPF Flushometer Valve		X 7 =	
Lawn Sprinkler, Each Head		X 1 =	

**Total Fixture Units =**

**Instructions:**

Column 2: Enter the total number of each fixture type in the structure

Column 3: Per unit value of each fixture type

Column 4: Enter the number of column 2 times column 3

Fixture Unit Count (column 4 total)	Required Meter Size
0 - 22	3/4" meter
22.5 - 39	1" meter
39.5 - 151	1.5" meter
151.5 - 370	2" meter