

## Customer Large Water Meter Project Checklist



The purpose of this checklist is to assist customers seeking to install a large water meter within the Spartanburg Water service area. A "Large Water Meter" is defined as a meter larger than 2". This information includes the steps and requirements involved in the process, and are provided with the goal of ensuring a smooth and successful project. The following procedures only apply to Large Water Meters. If your project requires a meter which is 2" or smaller, please contact the Spartanburg Water New Connections Department for assistance (864-580-5629 or 864-580-2033)

The requirements of this checklist are Spartanburg Water's requirements only. It is the responsibility of the customer or his agent to receive any necessary permits and approvals from the local Planning Agency or other entity with authority over other aspects of the project.

- \_\_\_\_\_ 1. Contact Joel Watson, Engineering Operations Manager, with Spartanburg Water Engineering Department at 864-580-5681. A Spartanburg Water Project Manager will be assigned to work with you.
- \_\_\_\_\_ 2. Complete and return the attached **Large Water Meter Questionnaire**.
- \_\_\_\_\_ 3. Submit preliminary **Large Water Meter Submittal Package** for review to include:
  - 2 sets of proposed Site Plans indicating the location of the proposed large water
  - 1 electronic copy of overall site plan
  - Any special instructions that will impact the large water meter installation, as applicable
- \_\_\_\_\_ 4. Receive the following from Spartanburg Water Project Manager:
  - Design drawings for large water meter installation
  - Large Water Meter Cost
  - Road Encroachment Permit Application(s), if applicable
  - Hydrant Flow Test (Fire Flow) information, if needed
- \_\_\_\_\_ 5. The Customer performs the following:
  - Contacts Spartanburg Water New Connections Department and opens a new account
  - Pays applicable fees (New Account, Capacity, Meter, etc.)
  - Obtains executed Road Encroachment Permits, if applicable
  - Schedules a pre-construction conference with Spartanburg Water. This conference should be scheduled with Project Manager after above steps have been accomplished, but at least 72 hours before the anticipated initiation of construction.
- \_\_\_\_\_ 6. Contractor(s) who will be installing the large water meter vault and related piping must attend the Pre-construction conference. *Note: Spartanburg Water requires that contractors seeking to tap our water mains be approved and placed on an approved tapping list.*
- \_\_\_\_\_ 7. Construction cannot commence until all necessary encroachment permits have been obtained and copies provided to Spartanburg Water.
- \_\_\_\_\_ 8. Spartanburg Water Engineering Field Technician inspects construction and must approve prior to activation of service.
- \_\_\_\_\_ 9. Spartanburg Water Cross Connection Control Coordinator must inspect and successfully test backflow assembly prior to activation of service.