Spartanburg Water
Customer Large Water Meter Project
Flow Chart

Spartanburg Water Engineering Department assigns a Project Manager to coordinate with Customer.
Project Manager:
1. Assists Customer in obtaining information regarding existing water infrastructure
2. Provides Large Water Meter project requirements, Large Water Meter Questionnaire
3. Requests flow test and any additional field info that may be required and provides results to Customer.

Customer submits:
1. Completed Large Water Meter Questionnaire
2. 2 sets of proposed Site Plans, including location of the meter and details
3. Electronic copy of proposed site plan

Customer:
1. Pays applicable fees
2. Obtains appropriate encroachment permits and other applicable permits
3. Requests pre-construction conference a minimum of 72 hours prior to scheduled start of construction

Customer's Contractor(s) participates in Pre-con
Spartanburg Water representatives participate in pre-con conference

Spartanburg Water:
1. Orders meter at payment of applicable fees.
2. Delivers meter to construction site.
3. Conducts construction inspections and when satisfied approves installation.
4. Tests backflow device and performs any other necessary inspections. If pump is involved, witnesses pump tests.

When all steps are successfully completed, the valve is turned on and service is activated.

Note: Ongoing Maintenance Activities after Large Water Meter project close out.

Customer is responsible for
1. Paying monthly or bimonthly bill
2. Notifying Spartanburg Water of change in ownership
3. Conducting required periodic testing of backflow devices
4. Notifying SWS of proposed changes that may affect water service

□ Customer Activity
□ Spartanburg Water Activity

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