BALDWIN WATER DEPARTMENT REQUIREMENTS AND GUIDELINES

1). CURB STOPS: It shall be the responsibility of the contractor, developer, or consumer to maintain the curb stop free of dirt, plumb, and **adjust to finished grade before the water line will be placed in service.** Curb stops in driveways must have a collar or sleeve to protect from frost heaving. The Homeowner is responsible for keeping curb stop at finished grade. The utility shall not be liable for the failure to locate the curb stop and shut off the water in case of a leak on the consumer's premises.

2). INSTALLATION OF METERS: Meters are furnished by the utility. Currently, a plumber installs the meter. All meters shall be located so that they are protected from obstructions and allow ready access for reading, inspections, and servicing. All meters shall be installed horizontally.

3). INSTALLATION OF REMOTE PAD AND WIRING: It shall be the responsibility of the contractor, developer, or consumer to furnish and install the wire for the remote read pad. The wire will run from the meter setting to the outside of the building. The installer shall be careful not to damage the wire during this installation. The wire used will be a solid strand, three wires, 18 AWG wire. It shall be installed to the street side, at an outside elevation of not more than five feet high, and not lower than two feet, as to finished grade. The remote pad is furnished by the utility along with the meter.

4). VALVE AND BYPASS: All meter installations shall have a valve installed before and after the meter. On all multiple meter settings, there shall be an entry valve plus the valves on either side of the meters. For metered services, 1 ½" and larger, or when instructed by other codes, a bypass system shall be installed to facilitate meter removal without interrupting service.

5). REPAIRS TO METERS: Meters will be repaired by the Water Department and the cost of such repairs caused by ordinary wear will be that of the department. Costs to repair damage to the meter, other than ordinary wear, will be paid by the consumer.

6). FLUSHING SERVICE LINE: The plumber is instructed to flush the service line prior to making the meter connection. All air and any sand that could enter the service line during construction must be flushed out. Any costs incurred by the Water Department to repair a meter that is damaged by any of these contaminates, will be paid by the plumbing contractor.

7). PLUMBER: A plumber is required to be at the service location at the time water is to be turned on. A 48 hour written notice is required. Please complete the REQUEST FOR INSTALLATION OF METER below. The form can be faxed to 715-684-2351 or dropped off at 400 Cedar Street. Please follow up on your written request with a call to Ron Phernetton at 715-760-1438 (or 715-684-2535), Monday – Friday between 7:00a.m. - 3:00p.m., to schedule the date and time of installation.

_____ _____

Signature acknowledging receipt of above Date

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REQUEST FOR INSTALLATION OF METER

I understand/agree to the items listed above, and have complied with all requirements. I understand that the following must be completed before installation and I have checked each item I complied with.

___ 1. The Curb stop is plumb and adjusted to finished grade.
___ 2. Installation of remote pad and wiring on front of house.
___ 3. A plumber will be available at time water turned on.
___4. All Impact Fees have been paid.

Signature of Applicant: _____
Name: _____
Address: _____
Phone: _____

OFFICE USE ONLY

Date Received: _____

Scheduled Date & Time for Installation:
Date: _____ Time: _____

Approved by: _____
Date Applicant Contacted: _____