



## Infrastructure & Development Services / Taps and Meters

# Water Meters 2" and Smaller

All applicants must comply with Chapter 47 of the City of Houston Code of Ordinances and The Infrastructure Design Manual Chapters 1,2,5,6,7,8, & 12. No work in any C.O.H. Right-Of-Way can commence prior to written authorization by utility officials. Per City of Houston ordinance 47-5.

## How to apply

To apply for a permit to Install a new small domestic meter, irrigation meter, or Ultrasonic fire rated water meter provide the required documents listed below with your application. Missing, incomplete, or incorrect documents will not be processed.

Small Meter application is available on-line.

### [SMALL METER APPLICATION](#)

#### Small Meter Permit Application (On-line only)

**Recorded Warranty Deed.** (a deed of trust is not accepted)

**Lease Agreement** if the account owner is the tenant and not the property owner

**IRS Tax form SS-4 Letter, or 4168C or LTR 147C** for accounts set up under a business. (a W9 is not accepted)

**WCR letter** required for all new domestic meters and irrigation meters on vacant lots or neighborhood common areas

**Water Meter Account or meter number** required if for a relocate, enlarge, change out, or cut plug & abandon.

**ILMS City Building project number** is required for new developments or new tenants

**ILMS City Plumbing permit project number** will be required for new meter request for site locations outside of city limits and some existing developments located inside corporate city limits.

**Water Meter Easement** required if the water meter is not located within a city public right-of-way. Attach easement documents to the on-line meter application. An application will not be approved without easement documents.

**TXDOT UIR permit** required if tap connection is located within a TxDOT Right-of-Way. Attach UIR permit to the on-line meter application. An application will not be approved without TxDOT UIR.

City, District, County or State municipality applicants must provide an official notarized letter identifying who has permission to apply for the permit on your behalf and who will be responsible for the permit and bill and account.

- The property must have direct access to City of Houston water mains. A property that does not have direct access to water mains require prior approval from the Infrastructure Support Group.
- The water main must be at least 6" in size and less than 20". Property with direct access to water mains 20" and larger require prior approval from a WCR letter written by Impact fee Administration department.
- The tap must be the same size as the water meter excluding the 5/8" meter which has a 3/4" tap. WCR letter Impact fees must be paid before applying for a water meter permit unless approved for impact fee exemption.
- Meters for new developments or new units or tenants must have COH approved plans on record.
- The permit fees – see small meter application for current permit fees.
- Meters larger than 2" in size are subject to other conditions. Refer to Large Job requirements.
- All meters connecting to public water mains within a TXDOT R-O-W must first obtain a UIR right of way permit from TXDOT the meter must sit in a 5-ft by 5-ft water meter easement. Email [taptechs@houstontx.gov](mailto:taptechs@houstontx.gov) for more information.
- If you are currently on a well and would like a new meter you must have a plumbing project number and a WCR letter to apply
- If you are located outside of the city limits and would like a new meter, you must have a plumbing project number and a WCR letter to apply. Commercial or multi-family sites must have COH approved plans on record.
- Provide a WCR letter with application - If water main is found to be an inadequate size or not fronting property.

For more information locating existing water / drainage accounts or ownership change or billing issues please contact utility customer service @ 713.371.1400. For application status contact [Taptechs@houstontx.gov](mailto:Taptechs@houstontx.gov).  
For permit invoices and permit workorders contact [CAS.Newservices@houstontx.gov](mailto:CAS.Newservices@houstontx.gov)

## NEW ENLARGE RELOCATION IRRIGATION REMOVE SEPARATE

# 3 easy steps for a residential New small domestic meter install.

## The order of steps for permitting a small meter permit.

1. Submit small meter permit application
2. Pay for permit
3. Receive permit Work order

## Here are a few things to consider:

- Complete the online [small meter application](https://www.houstonwaterbills.houstontx.gov/ProdDP/Billing/AccountBasedServiceRequest/SmallWaterMeterApplicationRequest/small).  
<https://www.houstonwaterbills.houstontx.gov/ProdDP/Billing/AccountBasedServiceRequest/SmallWaterMeterApplicationRequest/small>
- All new construction must provide a Building project number.
- If location is outside of the city limits (OCL) or in an (ETJ) a Plumbing project number is required from the COH plumbing inspections group.
- Provide the property tax ID number.
- Provide the existing water account if there are any associated with your property.
- Choose the [Residential] service class on application.
- Provide the service address of the meter that you would like to remove. This address should be on your water bill.
- All outstanding fees must be paid on any existing water accounts and the account should be in the current and in owner name before Customer Account Services will send an invoice or release the permit work order. If there are any account issues found, they will need to be resolved before receiving a meter permit work order.
- Select an approved plumbing company from the COH approved plumber list.
- Fire rated Ultrasonic Meter request must Provide a Fire line plan Project number or Fire Sprinkler plan number for SFRES that are 1-3 stories. Provide approved project number for SFRES that is (4) stories or more.
- The minimum domestic meter size for new construction is 1-inch
- The minimum Irrigation meter size is 5/8-inch
- Irrigation meters must branch off domestic meter service lines
- Notifications about the application will only be sent to the emails provided on the application.
- If there are any additional documents required, you will be contacted by email. Those documents will be required before receiving the meter permit.
- All applications will be processed in the order in which it was received.
- Please allow up to 2 business days for your application to be processed.
- A WNS number will be provided if your application was processed.

Make sure you have provided all documents as listed below. Missing documents or incomplete applications will delay the permit process. All outstanding fees must be paid on any existing water accounts and the account should be in the current and in owner name before Customer Account Services will send an invoice or release the permit work order. If there are any account issues found, they will need to be resolved before receiving a meter permit work order.

**All applicants must comply with Chapter 47 of the City of Houston Code of Ordinances and The Infrastructure Design Manual Chapters 1,2,5,6,7,8, & 12.**

- **Contact NEW SERVICE GROUP / CUSTOMER ACCOUNT SERVICES: (for invoices and workorder and account inquiries)**
- Email: [CAS.NewServices@houstontx.gov](mailto:CAS.NewServices@houstontx.gov)
- Telephone: 832-395-5409

# 3 easy steps for a Commercial, Multifamily, Government New small meter install.

## The order of steps for permitting a small meter permit.

1. Submit small meter permit application, Commercial application and required documents and required
2. Pay for permit
3. Receive permit Work order

## Here are a few things to consider:

- Complete the online [small meter application](https://www.houstonwaterbills.houstontx.gov/ProdDP/Billing/AccountBasedServiceRequest/SmallWaterMeterApplicationRequest/small).  
<https://www.houstonwaterbills.houstontx.gov/ProdDP/Billing/AccountBasedServiceRequest/SmallWaterMeterApplicationRequest/small>
- All new construction must provide a Building Project number. If location is outside of the city limits (OCL) or in an (ETJ) a Plumbing project number is required from the COH plumbing inspections group.
- Provide the property tax ID number.
- Provide a copy of the IRS Tax document SS-4 LETTER, or 4168C or LTR 147 for accounts set up for businesses (A W2 cannot be accepted). This not required for the Adopt an Esplanade program.
- Provide the existing water account if there are any associated with your property.
- Choose a service class on application.
- Provide the Recorded warranty deed of the property for Meters that serve commercial, Government or Multifamily developments.
- All outstanding fees must be paid on any existing water accounts and the account should be in the current and in owner name before Customer Account Services will send an invoice or release the permit work order. If there are any account issues found, they will need to be resolved before receiving a meter permit work order.
- Select an approved plumbing company from the COH approved plumber list.
- The minimum domestic meter size for new construction is 1-inch
- The minimum Irrigation meter size is 5/8-inch
- Irrigation meters must branch off domestic meter service lines
- Provide an address map and unit list for master meters serving more than one unit.
- COH Fund letter is required for any new meter permit being set up in the name of the CITY OF HOUSTON Department.
- New meters for developments outside of city limits must provide a OCL plumbing plan ILMS project number
- Notifications about the application will only be sent to the emails provided on the application.
- If there are any additional documents required, you will be contacted by email. Those documents will be required before receiving the meter permit.
- All applications will be processed in the order in which it was received.
- Please allow up to 2 business days for your application to be processed.
- A WNS number will be provided if your application was processed.

Make sure you have provided all documents as listed below. Missing documents or incomplete applications will delay the permit process. All outstanding fees must be paid on any existing water accounts and the account should be in the current and in owner name before Customer Account Services will send an invoice or release the permit work order. If there are any account issues found, they will need to be resolved before receiving a meter permit work order.

- **Contact NEW SERVICE GROUP / CUSTOMER ACCOUNT SERVICES: (for invoices and workorder and account inquiries)**
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# 3 easy steps to remove a small meter (CPA).

## The order of steps for permitting a small meter cpa permit.

1. Submit small meter permit application documents and required
2. Pay for permit
3. Receive permit Work order

## Here are a few things to consider:

- Complete the online [small meter application](https://www.houstonwaterbills.houstontx.gov/ProdDP/Billing/AccountBasedServiceRequest/SmallWaterMeterApplicationRequest/small).  
<https://www.houstonwaterbills.houstontx.gov/ProdDP/Billing/AccountBasedServiceRequest/SmallWaterMeterApplicationRequest/small>
- Put N.A. in the Project number field
- Provide the property tax id number. It is required.
- Provide the water account number for the existing meter is required in the Account/Meter# field
- Choose Cut Plug Abandon or CPA on application
- Provide the service address of the meter that you would like to remove. This address should be on your water bill.
- All outstanding fees must be paid on water accounts and the account should be in the current and in owner name before Customer Account Services will send an invoice or release the permit work order. If there are any account issues found, they will need to be resolved before receiving a meter permit work order.
- Select an approved plumbing company from the COH approved plumber list.
- Notifications about the application will only be sent to the emails provided on the application.
- If there are any additional documents required, you will be contacted by email. Those documents will be required before receiving the meter permit.
- All applications will be processed in the order in which it was received.
- Please allow up to 2 business days for your application to be processed.
- A WNS number will be provided if your application was processed.

Make sure you have provided all documents as listed below. Missing documents or incomplete applications will delay the permit process. All outstanding fees must be paid on any existing water accounts and the account should be in the current and in owner name before Customer Account Services will send an invoice or release the permit work order. If there are any account issues found, they will need to be resolved before receiving a meter permit work order.

- **Contact NEW SERVICE GROUP / CUSTOMER ACCOUNT SERVICES: (for invoices and workorder and account inquiries)**
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- Telephone: 832-395-5409

# 3 easy steps to apply for a small meter separation.

## The order of steps for permitting a small meter permit.

1. Submit small meter permit application, Commercial application and documents and required documents.
2. Pay for permit
3. Receive permit Work order

## Here are a few things to consider:

- Complete the online [small meter application](https://www.houstonwaterbills.houstontx.gov/ProdDP/Billing/AccountBasedServiceRequest/SmallWaterMeterApplicationRequest/small).  
<https://www.houstonwaterbills.houstontx.gov/ProdDP/Billing/AccountBasedServiceRequest/SmallWaterMeterApplicationRequest/small>
- All existing does not require a project number. put N/A
- Provide the property tax id number. It is required.
- Provide the existing water account number of the meter that you want to separate from in the Account/Meter# field
- Choose a service class on application: SEPARATION
- Provide the service address of the meter that you would like the meter to serve. This address should be on your water bill.
- Provide a copy of the IRS Tax document SS-4 LETTER, or 4168C or LTR 147 for accounts set up for businesses (A W2 cannot be accepted)
- Provide the Recorded warranty deed of the property for Meters that serve commercial, Government or Multifamily developments.
- All outstanding fees must be paid on water accounts and the account should be in the current and in owner name before Customer Account Services will send an invoice or release the permit work order. If there are any account issues found, they will need to be resolved before receiving a meter permit work order.
- Select an approved plumbing company from the COH approved plumber list.
- Provide the SS-4 letter and business tax id if a business owns the property.
- A meter separation or providing an individual meter to a residential building previously served by a master meter (Duplex=TU 14; 3-plx=TU 15; 4-plex=TU 16; Condominium or Town home = TU 17) will require a field investigation from UCS Inspections Group and an approval from the Infrastructure Support Group.
- Fire rated Ultrasonic Meter request must Provide a Fire line plan Project number or Fire Sprinkler plan number for SFRES that are 1-3 stories. Provide approved project number for SFRES that is (4) stories or more.
- Notifications about the application will only be sent to the emails provided on the application.
- If there are any additional documents required, you will be contacted by email. Those documents will be required before receiving the meter permit.
- All applications will be processed in the order in which it was received.
- Please allow up to 2 business days for your application to be processed.
- A WNS number will be provided if your application was processed.

Make sure you have provided all documents as listed below. Missing documents or incomplete applications will delay the permit process. All outstanding fees must be paid on any existing water accounts and the account should be in the current and in owner name before Customer Account Services will send an invoice or release the permit work order. If there are any account issues found, they will need to be resolved before receiving a meter permit work order.

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- Telephone: 832-395-5409

# 3 easy steps to relocate a small meter.

## The order of steps for permitting a small meter permit.

1. Submit small meter permit application, Commercial application and documents and required
2. Pay for permit
3. Receive permit Work order

## Here are a few things to consider:

- Complete the online [small meter application](https://www.houstonwaterbills.houstontx.gov/ProdDP/Billing/AccountBasedServiceRequest/SmallWaterMeterApplicationRequest/small).  
<https://www.houstonwaterbills.houstontx.gov/ProdDP/Billing/AccountBasedServiceRequest/SmallWaterMeterApplicationRequest/small>
- All new construction must provide a Building Project number. If location is outside of the City limits a Plumbing project number is required. [meter relocations do not require a COH project number. Put N/A]
- Provide the HCAD tax id number is required.
- Provide the existing water account number for the existing meter is required in the Account/Meter# field.
- Choose a service class on small meter application. RELOCATION
- Provide a copy of the IRS Tax document SS-4 LETTER, or 4168C or LTR 147 for accounts set up for businesses (A W2 cannot be accepted)
- Provide the existing service address of the meter that you would like to relocate. This address should be on your water bill.
- All outstanding fees must be paid on water accounts and the account should be in the current and in owner name before Customer Account Services will send an invoice or release the permit work order. If there are any account issues found, they will need to be resolved before receiving a meter permit work order.
- Select an approved plumbing company from the COH approved plumber list.
- Provide the Recorded warranty deed of the property for Meters that serve commercial, Government or Multifamily developments.
- Provide the tax document such as the SS-4 letter for the business that owns the property.
- Provide an arial map showing where you would like for the meter to be located. Meters should always be placed along the public Right-of-Way fronting your property.
- Fire rated Ultrasonic Meter request must Provide a Fire line plan Project number or Fire Sprinkler plan number for SFRES that are 1-3 stories. Provide approved project number for SFRES that is (4) stories or more.
- Notifications about the application will only be sent to the emails provided on the application.
- If there are any additional documents required, you will be contacted by email. Those documents will be required before receiving the meter permit.
- All applications will be processed in the order in which it was received.
- Please allow up to 2 business days for your application to be processed.
- A WNS number will be provided if your application was processed.

Make sure you have provided all documents as listed below. Missing documents or incomplete applications will delay the permit process. All outstanding fees must be paid on any existing water accounts and the account should be in the current and in owner name before Customer Account Services will send an invoice or release the permit work order. If there are any account issues found, they will need to be resolved before receiving a meter permit work order.

- **Contact NEW SERVICE GROUP / CUSTOMER ACCOUNT SERVICES: (for invoices and workorder and account inquiries)**
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- Telephone: 832-395-5409

# 3 easy steps to enlarge a small meter.

## The order of steps for permitting a small meter permit.

1. Submit small meter permit application, Commercial application and documents and required
2. Pay for permit
3. Receive permit Work order

## Here are a few things to consider:

- Complete the online [small meter application](https://www.houstonwaterbills.houstontx.gov/ProdDP/Billing/AccountBasedServiceRequest/SmallWaterMeterApplicationRequest/small).  
<https://www.houstonwaterbills.houstontx.gov/ProdDP/Billing/AccountBasedServiceRequest/SmallWaterMeterApplicationRequest/small>
- All new construction must provide a Building Project number. If location is outside of the City limits a Plumbing project number is required. [meter enlargements do not require a COH project number. Put N/A]
- Provide the HCA tax id number is required.
- Provide the existing water account number for the existing meter is required in the Account/Meter# field.
- Choose a service class on small meter application. ENLARGE
- Provide a copy of the IRS Tax document SS-4 LETTER, or 4168C or LTR 147 for accounts set up for businesses (A W2 cannot be accepted)
- Provide the existing service address of the meter that you would like to enlarge. This address should be on your water bill.
- All outstanding fees must be paid on water accounts and the account should be in the current and in owner name before Customer Account Services will send an invoice or release the permit work order. If there are any account issues found, they will need to be resolved before receiving a meter permit work order.
- Select an approved plumbing company from the COH approved plumber list.
- Provide the Recorded warranty deed of the property for Meters that serve commercial, Government or Multifamily developments.
- Provide the tax document such as the SS-4 letter for the business that owns the property.
- Provide an arial map showing where you would like for the meter to be located. Meters should always be placed along the public Right-of-Way fronting your property.
- Fire rated Ultrasonic Meter request must Provide a Fire line plan Project number or Fire Sprinkler plan number for SFRES that are 1-3 stories. Provide approved project number for SFRES that is (4) stories or more.
- Notifications about the application will only be sent to the emails provided on the application.
- If there are any additional documents required, you will be contacted by email. Those documents will be required before receiving the meter permit.
- All applications will be processed in the order in which it was received.
- Please allow up to 2 business days for your application to be processed.
- A WNS number will be provided if your application was processed.

Make sure you have provided all documents as listed below. Missing documents or incomplete applications will delay the permit process. All outstanding fees must be paid on any existing water accounts and the account should be in the current and in owner name before Customer Account Services will send an invoice or release the permit work order. If there are any account issues found, they will need to be resolved before receiving a meter permit work order.

- **Contact NEW SERVICE GROUP / CUSTOMER ACCOUNT SERVICES: (for invoices and workorder and account inquiries)**
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- Telephone: 832-395-5409

# 3 easy steps for HARRIS COUNTY residential New small domestic meter install for.

## The order of steps for permitting a small meter permit.

1. Submit small meter permit application
2. Pay for permit
3. Receive permit Work order

## Here are a few things to consider:

- Complete the online [small meter application](https://www.houstonwaterbills.houstontx.gov/ProdDP/Billing/AccountBasedServiceRequest/SmallWaterMeterApplicationRequest/small).  
<https://www.houstonwaterbills.houstontx.gov/ProdDP/Billing/AccountBasedServiceRequest/SmallWaterMeterApplicationRequest/small>
- Provide the WCR letter project number or the COH plumbing inspections project number group.
- Provide the HCAD property tax ID number.
- Provide the existing water account number if there are any associated with your property.
- Choose the [Residential] service class on application.
- Attach the "Place in Service Letter" if water mains are not found on Geo Cortex maps
- Attach the approved Plan and Profile Sheets
- Provide the WCR letter
- Select an approved plumbing company from the COH approved plumber list.
- Fire rated Ultrasonic Meter request must Provide a Fire line plan Project number or Fire Sprinkler plan number for SFRES that are 1-3 stories. Provide approved project number for SFRES that is (4) stories or more.
- The minimum domestic meter size for new construction is 1-inch
- Notifications about the application will only be sent to the emails provided on the application.
- If there are any additional documents required, you will be contacted by email. Those documents will be required before receiving the meter permit.
- All applications will be processed in the order in which it was received.
- Please allow up to 2 business days for your application to be processed.
- A WNS number will be provided if your application was processed.

Make sure you have provided all documents as listed below. Missing documents or incomplete applications will delay the permit process. All outstanding fees must be paid on any existing water accounts and the account should be in the current and in owner name before Customer Account Services will send an invoice or release the permit work order. If there are any account issues found, they will need to be resolved before receiving a meter permit work order.

**All applicants must comply with Chapter 47 of the City of Houston Code of Ordinances and The Infrastructure Design Manual Chapters 1,2,5,6,7,8, & 12.**

- **Contact NEW SERVICE GROUP / CUSTOMER ACCOUNT SERVICES: (for invoices and workorder and account inquiries)**
- Email: [CAS.NewServices@houstontx.gov](mailto:CAS.NewServices@houstontx.gov)
- Telephone: 832-395-5409

**For more info on Harris County meters program contact:**  
**Paola Dela Torre w/ Harris County Design Services**  
**10555 north freeway, suite 120 Houston TX 77092**  
**Office Ph: 713.274.3763**  
**Email: Paola.DelaTorre@hcpid.org**

# Requirements to apply for an irrigation meter

## 1. Subdivision/Neighborhood Common Areas w/o structures:

- a. The general commercial requirements above must be met.
- b. An address must be obtained from the COH addressing section.
- c. A simple detailed drawing showing the location of the meter and property
- d. A Vacuum Breaker Permit number must be provided on meter application.
- e. Provide a complete Small Meter Application
- f. Provide a complete Commercial Service Application
- g. Provide a Recorded Warranty Deed
- h. Provide a WCR Letter
- i. Provide the County property tax I.D. (HCAD)(FBCAD)(MCAD)
- j. SS-4 tax document / with EIN number / or SSN for individual property owners have a current State ID and the last four digits of your Social Security Number.
- k. Provide the city approved Utility Contractor (Plumber).
- l. 5/8" is the minimum Irrigation meter size. The maximum size is 2" for small meters
- m. The Homeowner's Association (HOA) or property owner must provide an original notarized letter stating:
  - Provide the assigned service address of the meter
  - The Irrigation meter will only be used for irrigation purposes
  - Identify who will be responsible for water account payments

## 2. Adopt and Esplanades or City Parks:

- a. An address must be obtained from the Permit Section.
- b. Provide a complete Small Meter Application
- c. Provide a complete Commercial Service Application
- d. Provide the city approved Utility Contractor (Plumber)
- e. Letter of approval and approved stamped plans from the City of Houston's Parks and Recreation Department are required – Contact HPARD Adopt-An-Esplanade Program coordinator at **832-395-7029**.
- f. A simple detailed drawing showing the location of the meter and property
- g. **Meter size 1" or smaller.** If customer is requesting a larger meter, bring written approval from Parks and Recreation Department – HPARD Adopt-An Esplanade Program.
- h. The general commercial requirements above must be met.

## 3. Vacant Property:

- a. Only a 5/8" meter may be used.
- b. An address must be obtained from the address section.
- c. Provide a WCR letter of availability from Impact Fee Administration Department
- d. An address must be obtained from the Permit Section.
- e. The general commercial requirements above must be met.
- f. A Vacuum Breaker Permit number must be provided on meter application.
- g. An original notarized letter from the property owner is required stating:
  - The address of the vacant lot
  - That the meter will be used for irrigation and/or livestock purposes only
  - That no residential or commercial structures will be built on the property
  - Identify who will be responsible for water account payments

**4. Convert existing domestic meter to Irrigation:**

- a. A master plumber must obtain a vacuum breaker permit
- b. The backflow preventer must be installed behind existing meter
- c. Contact representative [Mayra Mendiola](#) at [CAS.NewServices@houstontx.gov](mailto:CAS.NewServices@houstontx.gov) in CAS-New Service group
- d. Provide New Service the following:
  - The vacuum breaker permit number
  - The service address of the existing meter
  - The existing water meter account number
  - Identify who will be responsible for water account payment

**5. Irrigation on Developed Commercial or Developed Residential property:**

- a. The general commercial requirements above must be met.
- b. Provide the existing domestic water meter account that is servicing the site, or building. if an account cannot be provided a paid WNS permit will be accepted.
- c. An irrigation meter cannot be larger than the domestic meter.
- d. Irrigation request for properties with domestic meters on a U-Branch Service will require a new tap for the domestic meter.
- e. A Vacuum Breaker Permit number required before inspection approval.
- f. A simple detailed drawing showing the location of the meter and property
- g. Provide a complete Small Meter Application (typed only not handwritten)
- h. Provide a complete Commercial Multifamily Service Application
- i. Provide a WCR letter - if water main is an inadequate size or not fronting property.
- j. Provide a Recorded Warranty Deed
- k. Provide the County property tax I.D. (HCAD)(FBCAD)(MCAD)
- l. Provide the SS-4 tax document / with EIN number / or SSN for individual property owners
- m. Provide the name of the city approved Utility Contractor (Plumber).
- n. 5/8" is the minimum Irrigation meter size and can be no larger than the domestic meter.
- o. Irrigation meters are to (Tee off) share the same tap as the domestic meter.
- p. If the applicant is requesting for standalone irrigation meter to have a "Separate Tap" from the domestic meter, the applicant must provide a plan showing the irrigation meter located at least 100 feet from the existing domestic meter.
- q. Irrigation meters cannot tee off Fire Rated meters without providing (OCE) approved Public Plan & Profiles showing the irrigation branch with your application.

## 3 easy steps for an irrigation meter install.

### The order of steps for permitting a small meter permit.

1. Submit small meter permit application, Commercial application and required documents and required
2. Pay for permit
3. Receive permit Work order

### Here are a few things to consider:

- Complete the online [small meter application](https://www.houstonwaterbills.houstontx.gov/ProdDP/Billing/AccountBasedServiceRequest/SmallWaterMeterApplicationRequest/small).  
<https://www.houstonwaterbills.houstontx.gov/ProdDP/Billing/AccountBasedServiceRequest/SmallWaterMeterApplicationRequest/small>
- All new construction must provide a COH ILMS Building Project number.
- If location is outside of the city limits a COH ILMS Plumbing project number is required.
- Provide the property tax ID number.
- Provide a copy of the IRS Tax document SS-4 LETTER, or 4168C or LTR 147 for accounts set up for businesses (A W2 cannot be accepted)
- Provide the existing water account if there are any associated with your property. This number can be found on your current COH water bill
- Provide the existing water meter number. This number can be found on your current COH water bill
- Choose a service class on application.
- Attach your WCR letter for point of connections
- Provide the Recorded warranty deed of the property for Meters that serve commercial, Government or Multifamily developments.
- All outstanding fees must be paid on any existing water accounts and the account should be in the current and in owner name before Customer Account Services will send an invoice or release the permit work order. If there are any account issues found, they will need to be resolved before receiving a meter permit work order.
- Select an approved plumbing company from the COH approved plumber list.
- The minimum Irrigation meter size is 5/8-inch
- Irrigation meters must branch off domestic meter service lines.
- If you wish for the irrigation meter to stand alone and have a separate tap, please provide an irrigation plan showing the location of the irrigation meter at least 100 feet away from the domestic meter. (For commercial and Large residential neighborhood only)
- Irrigation meters cannot branch off Fire meters unless show on P&P plans approved by the office of city engineer.
- Notifications about the application will only be sent to the emails provided on the application.
- If there are any additional documents required, you will be contacted by email. Those documents will be required before receiving the meter permit.
- All applications will be processed in the order in which it was received.
- Please allow up to 2 business days for your application to be processed.
- A WNS number will be provided if your application was processed.

Make sure you have provided all documents as listed below. Missing documents or incomplete applications will delay the permit process. All outstanding fees must be paid on any existing water accounts and the account should be in the current and in owner name before Customer Account Services will send an invoice or release the permit work order. If there are any account issues found, they will need to be resolved before receiving a meter permit work order.

- **Contact NEW SERVICE GROUP / CUSTOMER ACCOUNT SERVICES: (for invoices and workorder and account inquiries)**
- Email: [CAS.NewServices@houstontx.gov](mailto:CAS.NewServices@houstontx.gov)
- Telephone: 832-395-5409

# Easement Document Requirements

Submit your required easement documents with your meter application. Choose one of the options below.

If the applicant is a State or Federal institution and believe that a meter easement is not applicable, provide an approved City of Houston Variance letter from the Office of City Engineers stating that a meter easement will not be required for your project. Contact 832-394-9163

Water meter easement delivery coordination contact CSR Supervisor at: [crystal.speights@houston.tx.gov](mailto:crystal.speights@houston.tx.gov) or (832) 394-8991 (Original easement documents can be delivered in person upon request to Taps and Meters department Attn: Crystal Speights.)

## Option A:

1. 584 Form – original signatures and notarized by **property owner**
2. Recorded Deed by **property owner**
3. Easement Survey Exhibit signed by **registered surveyor**
4. Metes and Bounds signed by **registered surveyor**

## Option B:

1. Provide recorded plat indicating meter easement with Harris County File Number – must have County Clerk's signature and seal
2. An electronic copy will be required
3. Plat record number must be on the approved Plan and profile drawings

## Option C:

1. Location in Public R.O.W.
2. Requires prior approval by Chief Inspector Victor Vincent (832)395-5204
3. Easement Survey Exhibit signed by **registered surveyor**
4. Metes and Bounds signed by **registered surveyor**

## Option D:

1. If meter easement is located City of Houston property
2. Easement Survey Exhibit signed by **registered surveyor**
3. Metes and Bounds signed by **registered surveyor**

## Water Meter Easement Schedule

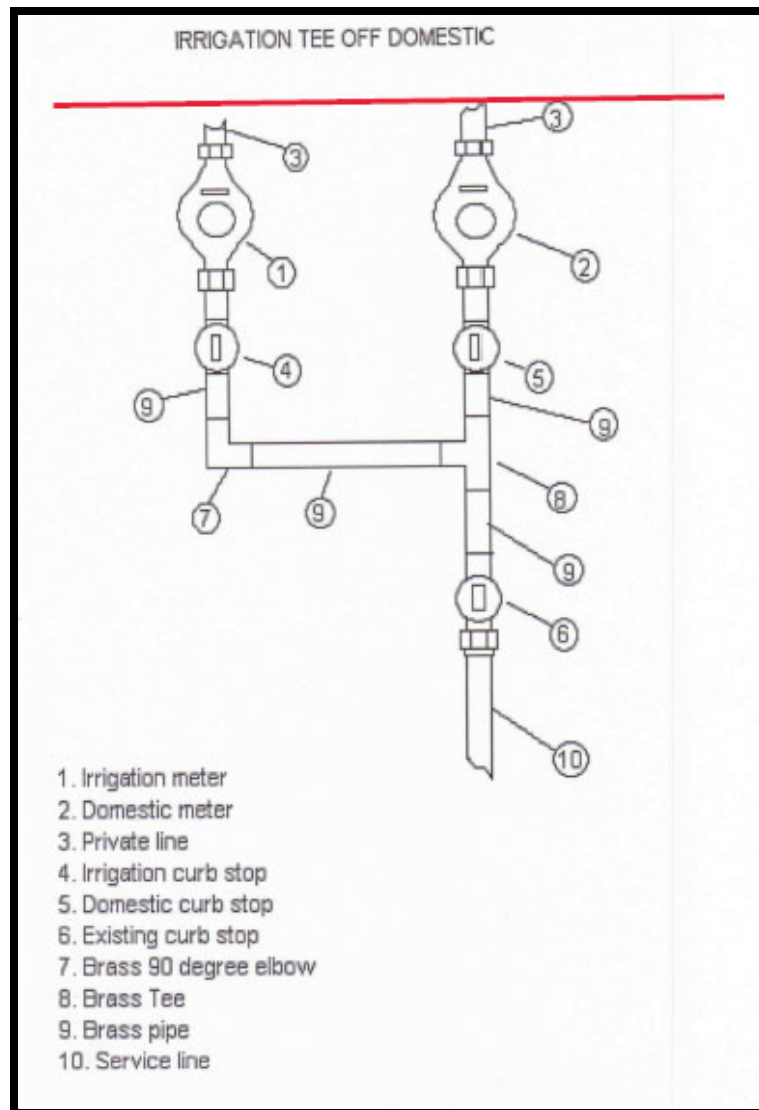
<b>5/8" to 2" Meters</b>	<b>Minimum 5'x5' Easement</b>
<b>3" to 6" Meters</b>	<b>Minimum 10'x20' Easement</b>
<b>8" or larger</b>	<b>Minimum 15'x25' Easement</b>

**NOTE:** Easement document are delivered to City of Houston Survey, Real Estate, and Legal Departments for approval and recording. Easement variances from the I.D.M. standards are provided by The Office of City Engineer.

1. While completing the meter application process, a hold will be placed on the building project until the meter easement is approved.
2. Meter easements located in basements will not be eligible for the accelerated application process. The easement must be approved before receiving a permit work order.

## After Permitting

Once the payment and deposits have posted to the account, and pre-inspection approves the WNS, the Contractor and Owner/Agent will receive an electronic work order via e-mail (10) business days after. **The work order will not be released and sent to the contractor until all payments have been posted to the account.**



Make sure you have provided all documents as listed below. Missing documents or incomplete applications will delay the permit process. All outstanding fees must be paid on any existing water accounts and the account should be in the current and in owner name before Customer Account Services will send an invoice or release the permit work order. If there are any account issues found, they will need to be resolved before receiving a meter permit work order.

**All applicants must comply with Chapter 47 of the City of Houston Code of Ordinances and The Infrastructure Design Manual Chapters 1,2,5,6,7,8, & 12.**

- **Contact NEW SERVICE GROUP / CUSTOMER ACCOUNT SERVICES: (for invoices and workorder and account inquiries)**
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- Telephone: 832-395-5409