

CITY OF CLERMONT

METER REQUEST PROCEDURES

Effective immediately the following procedures will take effect regarding the request for water meters.

Contractors will continue to submit their utility request paperwork with their permit submittals. The building Services department will email those request to Environmental Services where they will be logged into their system.

Once the **contractor** is ready for the meter to be set, they will email their request to the following group email: meterrequest@clermontfl.org

Meters may take up to 15 days after email request for installation. Meters will NOT be installed if the criteria listed below has not been met.

A \$105 reinspection fee will be assessed per visit on sites that are not ready or do not comply with meter installation as listed below.

CONTRACTORS:

Please make sure the following items have been addressed prior to requesting your meter to avoid any delays.

1. Meter Boxes are to be exposed and have service (inside meter box)
2. Meter Boxes must not be damaged or have any missing components
3. Job board must be up, visible, and on the correct lot.
4. Address and Lot number on utility request form must match address on Job board.