

**Department of Public Works**  
**Procedures to Upgrade Water Meter**

- Step 1. Verify Condition of Existing Water Service/Meter**: Public Works will field verify the size and condition of the existing water service and meter and determine whether the existing water service from the City water line in the street to the meter (including water meter) may be utilized.
- Step 2. Enforce Backflow Device Requirements**: Backflow protection shall be required on single family or duplex residential water connections with boat docks or if any upper habitable floor is 20 feet or more above the top of the (lowest) curb elevations, or any water devices existing above that level. Backflow protection devices shall also be required on all non-residential connections and multi-family (3 or more) residential connections.
- Step 3. Hire Contractor**: Owner, developer, or general contractor shall hire a contractor with a valid license ("A" General Engineering Contractor or C-34 Pipeline Contractor) to perform work on public water systems. Homeowners may not obtain permits for their contractors.
- Step 4. Verify Insurance**: The contractor selected shall have a valid insurance on file with Risk Management and satisfy all the insurance requirements prior to applying for an Encroachment Permit. Owner, developer, or contractor may contact Christi Mendoza at (714) 536-5252 to inquire about the requirements.
- Step 5. Prepare Sketch**: The owner, developer, or contractor shall prepare and properly submit a sketch to Public Works to obtain an Encroachment Permit. The sketch shall show all existing and proposed water services and meters in relationship to driveways, walkways, trees, fire hydrants, light poles, etc., and location of the City water line located along the street or alley. Sketches shall be fully dimensioned and as accurate as possible. The drawing does not need to be engineered drawings. The sketch shall be reviewed and approved by Public Works. *Note: New water meters/services cannot be located in the driveway approaches. A three foot separation shall be maintained between abandoned and proposed water services. An edge-to-edge pipe separation of 10 feet must be maintained between sewer laterals and water services.*
- Step 6. Pay Permit Fees**: Public Works permit fees include Inspection, Capital Facilities, and Administration Fees. The permit cost will vary depending on the existing size of water service to the house from the City water line in the street and the meter require upsizing. The calculations below are based on replacing an existing ¾" water service and/or ¾" meter to the house, and abandoning the existing water service and meter. Four of the most recurring scenarios are shown below. *Note: Water meters are not provided by the Public Works Department. The applicant shall purchase their own water meter that meets City specifications. (specify where)*

**Inspection and Administration Fee**

- A. Replace existing ¾" water meter only with 1" water meter = \$115.00
- B. Replace existing ¾" water meter & service with 1" water meter & service = \$315.00
- C. Replace existing ¾" water meter & service with 2" water service & 1.5" water meter = \$411.00
- D. Replace existing ¾" water meter & service with 2" water service & meter = \$443.00 plus

**Capital Facility Fee (Residential)**

The calculations below reflect the cost to upgrade an existing ¾" meter (Capital Facilities Fee of \$2,400) to a larger meter less credit issued for having an existing meter. A credit is based on the existing meter size.

- A. Upgrade ¾" water meter to 1" water meter: \$4,800- \$2,400 = \$2,400.
- B. Upgrade ¾" water meter to 1.5" water meter: \$7,200 - \$ 2,400 = \$4,800.
- C. Upgrade ¾" water meter to 2" water meter: \$12,000 - \$2,400 = \$9,600.

Upon completion of Steps 1-6, the contractor may obtain an Encroachment Permit from the Public Works Department located on the first floor of City Hall between 8am -5pm Monday through Friday. All checks must be made payable to the City of Huntington Beach. If you have any questions about obtaining an Encroachment Permit, please contact the Public Works Department at (714) 536-5431.

