



New Water Meter or Upsize Existing Water Meter Procedure:

City Department	Process	*Fees
Engineering Services	<p>1. For a new meter in the County, an Agency clearance letter and plans showing the proposed location and meter size submitted to Engineering Services. For meter upsize/downsize, meter will be reviewed</p> <ul style="list-style-type: none"> - For City residents increasing or decreasing water meter size, plans showing the proposed change and Plan number of water main are needed <p>Utilities Engineering approval is needed prior to paying fees</p>	Water Repayment Fee (if applicable)
Building	<p>2. Submit a water meter permit to the Building Department.</p> <p>3. Pay Connection fees</p> <p>4. All demo plans need an encroachment permit for water service</p>	Permit fee; Water Connection fee;
Utility Billing	<p>5. After approval of Building permit, Utility Billing shall:</p> <ul style="list-style-type: none"> a) Collect Water Authority Fee and purchase of meter if applicant's Contractor will be doing the work. <li style="text-align: center;">or b) Collect for Water authority and City would do the installation from the main to the meter box and would need an encroachment permit 	<p style="text-align: center;">SDCWA and</p> <p style="text-align: center;">Meter Box;</p> <p style="text-align: center;">Or</p> <p style="text-align: center;">Installation fees & meter</p>
Field Engineering	<p>6. Encroachment Permit for water meter, upsizing/downsizing of existing water meter, and removal of existing water meters.</p> <p>Note: City of Escondido Water Distribution Division staff are required to be present during the water meter/service installation.</p>	Encroachment Permit Fee; Water shut down fee; Cash dep if required and sidewalk replacement

*See City's Fee Schedule for current fees