New Water Meter or Upsize Existing Water Meter Procedure:

City Department	Process	*Fees
Engineering Services	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 - For City residents increasing or decreasing water meter size, plans showing the proposed change and Plan number of water main are needed **Utilities Engineering approval is needed prior to paying fees**	Water Repayment Fee (if applicable)
Building	2. Submit a water meter permit to the Building Department. 3. Pay Connection fees 4. All demo plans need an encroachment permit for water service	Permit fee; Water Connection fee;
Utility Billing	5. After approval of Building permit, Utility Billing shall: a) Collect Water Authority Fee and purchase of meter if applicant's Contractor will be doing the work. 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	SDCWA and Meter Box; Or Installation fees & meter
Field Engineering	6. Encroachment Permit for water meter, upsizing/downsizing of existing water meter, and removal of existing water meters. **Note: City of Escondido Water Distribution Division staff are required to be present during the water meter/service installation.**	Encroachment Permit Fee; Water shut down fee; Cash dep if required and sidewalk replacement

*See City's Fee Schedule for current fees