Berkeley County Public Service Water District

NEW METER INSTALLATION REQUEST

Sewer Capacity Improvement Fee (CIF) and Water Capacity Improvement Fee must be paid in full before a meter installation can be requested

DATE:		**DEVELOPER:**					
CONTACT NAME & NUMBER:				**BCPSWD STAFF INITIALS:**			
SUBDIVISION:			**BCPSWD STAFF ONLY**				
LOT #	**LOCATION OF SHUT OFF VALVE**	**911 ADDRESS**	**ACCOUNT NUMBER**	**WORK ORDER NUMBER**	**DATE WATER CIF PAID**	**DATE SEWER LATERAL INSPECTED**	

PLEASE FAX INFO TO (304) 267-3864 OR YOU MAY EMAIL TO INFO@BERKELEYWATER.ORG

THE FOLLOWING ITEMS MUST ALL BE SATISFIED BEFORE A METER WILL BE INSTALLED:

1. ***The top of the meter pit must be at finished grade and be flush with the surrounding elevation for a diameter of at least 3 feet.***
2. ***The water service lateral from the meter pit into the building must be installed and equipped with a ¼ turn shut off valve inside the building; or the shut off valve must be located in a structure designed to accommodate and protect such a device. The shut off valve needs to be easily accessible to the property owner.***
3. ***The meter pit, plumbing inside the meter pit and the service line must be free of any damaged components.***
4. ***The sewer lateral has been installed and inspected or the septic system is approved for operation.***

Please allow up to 10 business days for meter(s) to be installed.

Signature of Applicant:_____

251 Caperton Blvd., Martinsburg WV 25403
P: (304)-267-4600 F: (304)-267-3864
www.berkeleywater.org