



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 at the same time as a meter installation is 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: _____