

**5/8" TO 2" DOMESTIC AND IRRIGATION METER INSTALLATION
REQUIREMENTS AND PROCEDURE**

1. All work must be done by an insured contractor with an Underground Contractors License or a Licensed Master Plumber.
 2. The contractor and **not the purveyor** (City of North Miami Beach) shall be responsible for all the work from the tap or connection to the water main, to the installation of service line, meter box and approved backflow device, according to the City of North Miami Beach (CNMB) standard detail numbers 325, 325-A, 330, 350, 355, 360, 361 & 363 (see attached). Preferably, the contractor shall process the necessary permits for the job. Copies of insurance and license are required together with the permit application.
 3. Call Sunshine One Call (1-800-432-4770) for locations. Get a ticket number which is needed when filling out the Installation Authorization Form.
 4. Once the location is marked, draw a plan or a sketch of the proposed work. Indicate the location of the jobsite and orientation of the drawing to the North. Label the size and made of all the fittings, approved devices, and piping to be used. Installation must conform with the CNMB standards. Additional information such as as-built drawings are available at the CNMB Public Services Bldg., Engineering Department at 17050 N.E. 19 Avenue, North Miami Beach, Florida 33162.
 5. Check with concerned municipalities (Aventura, Miami-Dade County, Sunny Isles Beach, Golden Beach, Miami Gardens or North Miami Beach) about their Public Works and Plumbing permit requirements or with FDOT if proposed work involves FDOT roadways and sidewalks. For 2" meter or services a Health Department permit is required. Secure the proper permits, these will be required prior to the release of meter.
 6. For a new construction, or an increase in area of an existing building or landscaping as in the case of a renovation, submit two (2) sets of building plan or landscaping plan or both together with DRER and MDWASD receipts for review and assessment of impact fees as required. Contact DRER and MDWASD for requirements to get this receipts. Payment of impact fees will be collected.
 7. Fill out the Installation Authorization Form completely. Submit the Installation Authorization Form together with the plan at the CNMB Engineering Department for approval.
 8. When the Installation Authorization is approved, payment for the meter installation and the meter deposit fees (see attached) will be collected and a meter spacer will be issued to be temporarily used during plumbing installation.
 9. All payments must be made at the Engineering Department, on the first floor of the CNMB public Services Building at 17050 NE 19 Avenue, North Miami Beach, Florida and all checks must be made payable to the City of North Miami Beach.
 10. Call (305) 948-2967 ext. 7985 at least 72 hours prior to schedule the tapping of the water main. A CNMB inspector must be present to witness the tap.
 11. Upon approval of tapping inspection, using the meter spacer, install the plumbing, approved backflow device and supports, meter box and concrete collar, etc., to complete the installation.
 12. Call (305) 948-2967 ext. 7985 for final installation inspection.
 13. Upon approval of final installation inspection, submit a Release of Lien and whatever outstanding requirements, for the meter to be released.
 14. Upon submission of all the requirements a work order for a new meter installation will be issued to the CNMB Meter Department for the installation of the new meter.
 15. Meter Department crew will remove spacer, install the new meter and test to certify the backflow device.
 16. The original copy of the installation work order with the designated meter number, size and location of meter will be sent to the customer service and an account will be created for billing.
- Should you have any question, please call (305) 948-2967, ext.7985.

I understand the above information and have been given copies of the standard details and meter fees.

_____ Signature
Print Name _____
Property Address: _____