



### WATER METER (DOMESTIC) INSTALLATION PROCESS

Request water meter installation via our online service request form located at <http://www.apexnc.org/InstallWaterMeter>. You can enter up to four Water Meter Installation requests on one form. If you have issues with completing this form or have any questions please contact Water Resources Water and Sewer Operations Division at (919) 372-7478.

It is the responsibility of the superintendent or building contractor to coordinate and ensure work is complete and ready for meter installation on the requested date. A Notice of Meter Install Issue will be left in the lot permit box if any of the deficiencies listed in the form below prevent the installation of the meter.



#### NOTICE OF METER INSTALL ISSUE

The following issue has prevented the water meter from being set at:

\_\_\_\_\_  
Address/Lot Number/Subdivision

- Box not accessible – construction materials blocking access
- Box not accessible – fill dirt blocking access
- Inspection box missing
- Lot not staked
- Meter box/setter not level
- Setter bent or twisted
- Service & setter not to grade
- Setter too low in box
- Meter box needs to be cleaned out
- Meter box is damaged
- No lid on meter box
- Lid is damaged
- Meter setter/box does not meet Apex Standard Specification

Other: \_\_\_\_\_

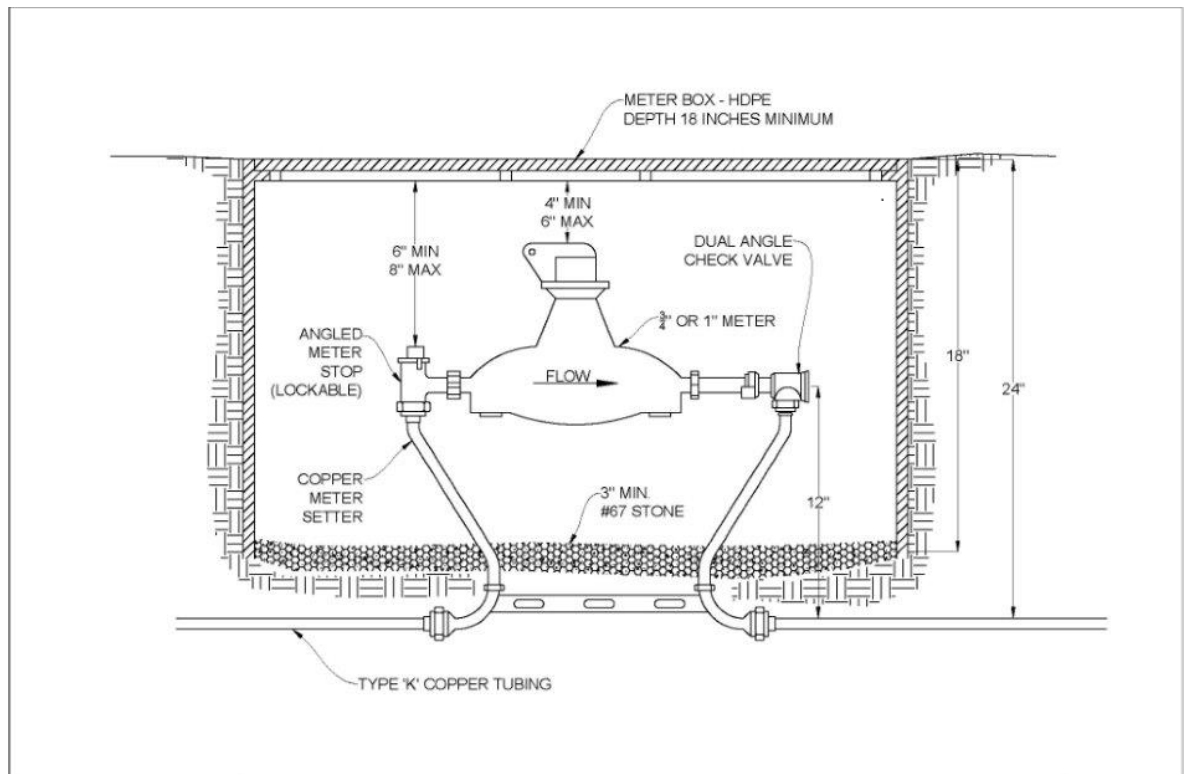
Installer: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

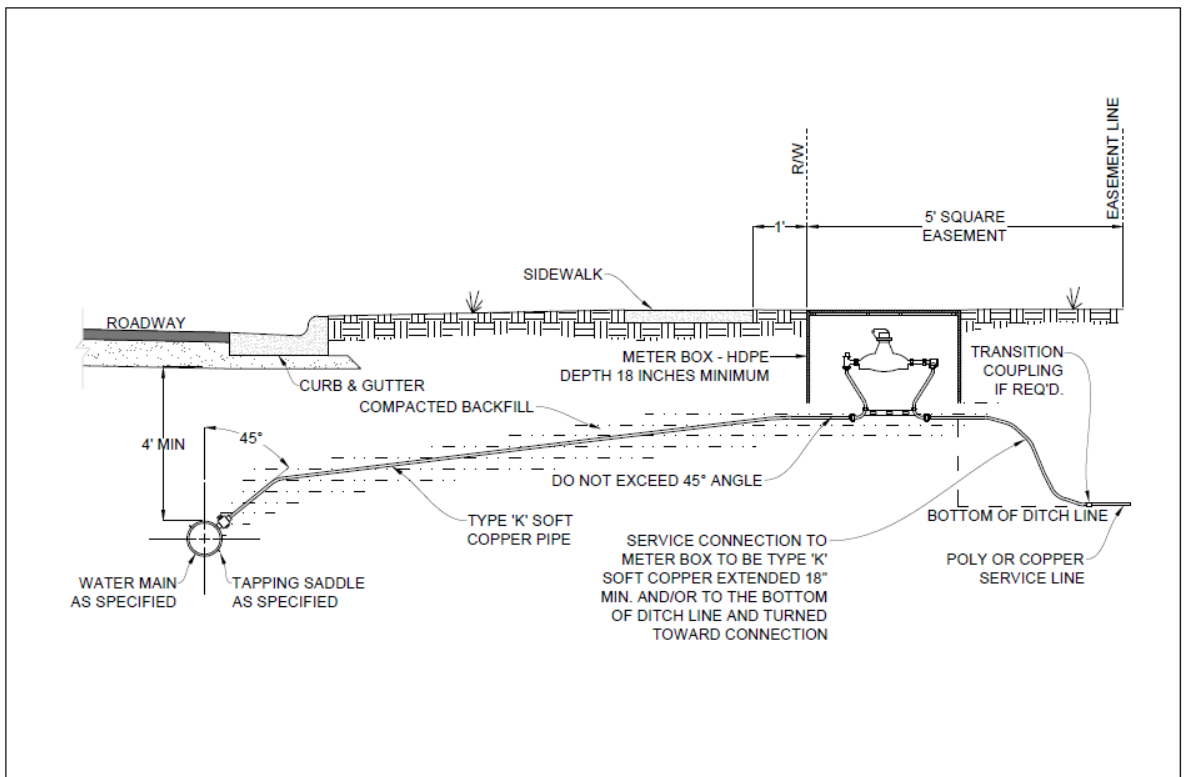
To have meter installed, please correct issue as noted, and reschedule meter install via online request form. Once rescheduled, the Town will install meter within 7 business days of requested date unless noted otherwise. A \$150 fee (Adopted Fee Schedule) for "job site not being ready" will be assessed and payable to the Building Inspections and Permitting Department prior to the final inspection.

TOWN OF APEX  
The Peak of Good Living  
PO Box 250 Apex, NC 27502 | (919) 249-3427 | [www.apexnc.org](http://www.apexnc.org)

Upon correction of the deficiencies you must reschedule the meter installation via the online request form. A \$150 fee will be assessed to the active Building Permit. Payment is due prior to the scheduled Building All-Trade Final Inspection.



<b>TOWN OF APEX STANDARDS</b> <small>EFFECTIVE: DECEMBER 18, 2012</small>	<b>3/4" &amp; 1" BACKFLOW METER ASSEMBLY</b>	<small>STD. NO.</small> <b>600.01</b> <small>SHEET 1 OF 2</small>
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<b>TOWN OF APEX STANDARDS</b> <small>EFFECTIVE: DECEMBER 18, 2012</small>	<b>3/4" &amp; 1" METER BOX ASSEMBLY</b>	<small>STD. NO.</small> <b>600.01</b> <small>SHEET 2 OF 2</small>
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