

**CITY OF BEL AIRE**  
**WATER SERVICE INSTALLATION POLICY**

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**PURPOSE**

The purpose of this policy is to establish a system of installing water meters in a specific location to minimize the possibility of damage and relocation. To create an understanding of meter installation procedures and to clarify the responsibilities of all parties to help avoid confusion and reduce trips for plumbers.

**INTRODUCTION**

This policy is to address any issues that arise during a meter installation and subsequent hookup to the meter and outlines the responsibilities of the City and the Builder/Plumber.

**AUTHORIZATION**

The City Council shall adopt policies and the City Manager shall enforce as well as address any issues that are not covered specifically within a policy.

**POLICY**

**SHORT AND LONG HOUSE SERVICE INSTALLATION**

- The Building Contractor shall provide all fittings necessary to make the connection between the house stub (if not constructed from CTS pipe) and the water main stub. If fittings are not provided at the time of water meter installation, it will be the Building Contractor's responsibility to make this connection.
- Residential services will be installed by the City or the City sub-contractor.
- Any damage to meter, meter can, meter setter, ring, lid, and radio after installation will be billed to the account holder.

**HOUSE LINE HOOK UP**

- The house line must be ran to within 3 ft. of the location where the meter is to be installed.
- If the house service line is not present at the time of the meter installation, it is the builder's responsibility to hook up the line.
- The city, or their sub-contractor, will be responsible for the pigtail from the meter to the union where the service line connection. The builder will be responsible for the

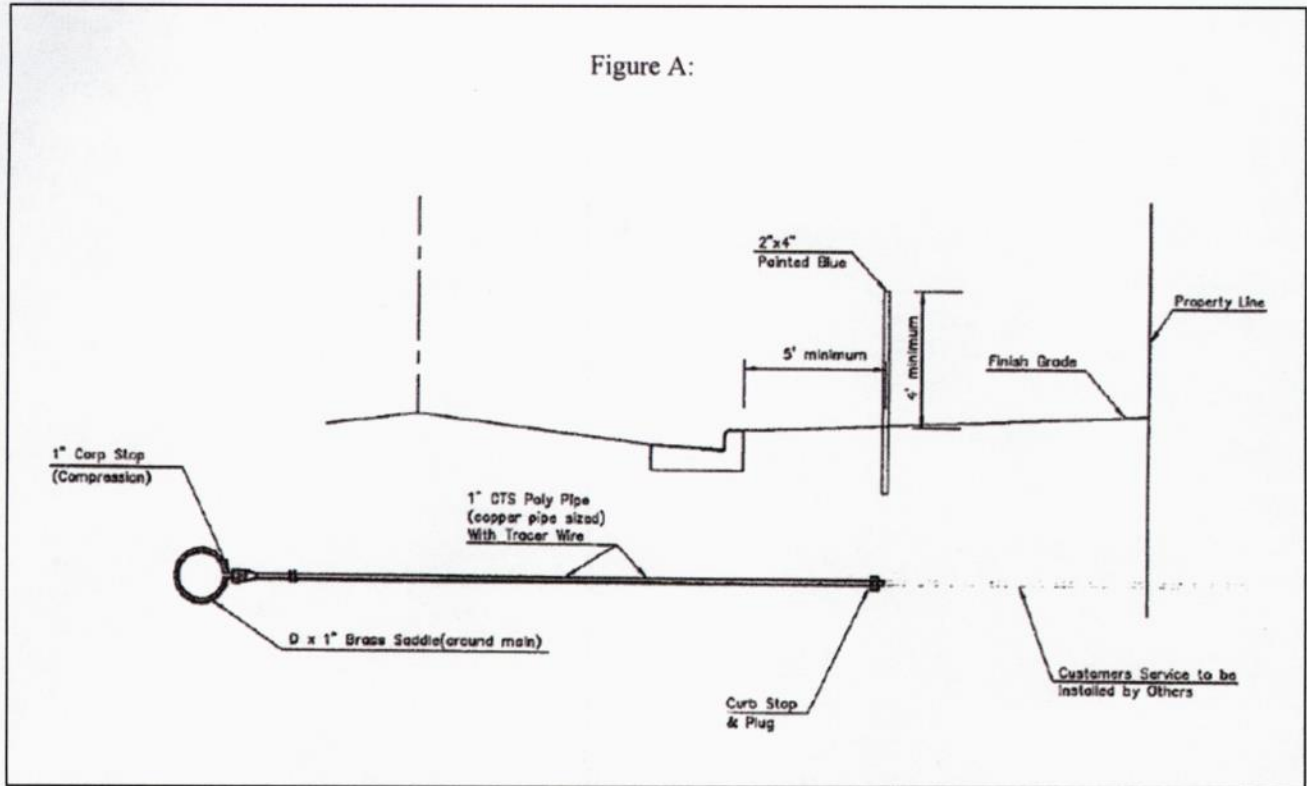
service line from the union connection to the house.

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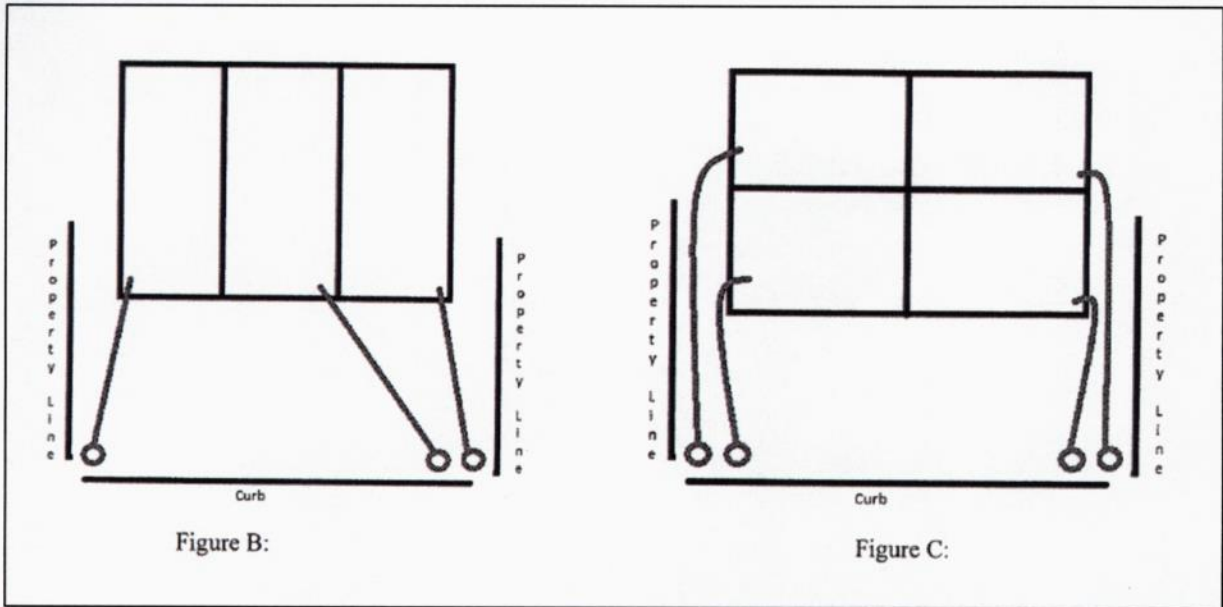
#### LONG SERVICE LINE INSTALLATION

- Long services will be installed by the site utility contractor with the following requirements: (Figure A):
  - Service line should be installed on the edge of the lot to be served within 3 ft. of the property line. In the case of duplexes, one service line to be installed on each edge of the property, triplexes (Figure B) and quad-plexes (Figure C) shall have service lines ran to the edges of the property and will be installed in a sequential order.
  - Extended 5 ft. minimum from the back of the curb.
  - A curb stop shall be installed on the end of the line and left off so the corporation stop can be turned on.
  - A plug shall be installed on the outlet side of the curb stop to protect the threads.
  - A 2"x4" board shall be placed at the end of the service line and extended not less than four feet above the final grade. The 2x4 post shall be painted blue.
  - A 3 inch 'W' shall be stamped into the top of the curb to indicate the location of the service line. (This needs to happen during street construction.)
  - A tracer wire shall be installed on the long service line and connected to the tracer wire on the water main. Tracer wire shall terminate at the curb stop.

Figure A:




TYPICAL 1" LONG SERVICE



Approved this 24<sup>th</sup> day of July, 2023 by the Bel Aire City Manager.

  
Anne Stephens, City Engineer

  
Ty Lasher, City Manager



Revision Date: 3.10.2023