

# City of Huntington Beach Public Works Department (PW)

## Water Meter Upsize Permitting Requirements For Residential and Non-Residential Establishments

**Water Meter Upsizing (General):** Prior to PW issuing the Encroachment Permit, each applicant is responsible and required to obtain separate approval from City's Building Department on the size of the new meter required.

During actual construction of the water meter and service, Public Works will inspect and field verify the size and condition of the existing water service and determine whether the existing water service from the City water line in the street to the meter may be utilized.

A PW Encroachment Permit shall be required to install, upsize, or replace a water meter, service, or backflow device, per ([http://www.surfcity-hb.org/Government/Departments/Public\\_Works/](http://www.surfcity-hb.org/Government/Departments/Public_Works/)) PW Standard.

Water meters are not provided by the Public Works Department, and the applicant shall purchase their own water meter that meets City specifications. Apply permit from City Hall, PW counter.

**Step 1. Backflow Device Requirements:** Backflow protection devices shall be required on all non-residential connections and multi-family (3 or more) residential connections. Backflow protection shall also be required on single family or duplex residential water connections with boat docks and waterfront property, or if any upper habitable floor is 20 feet or more above the top of the (lowest) curb elevations, or any water devices existing above that level.

**Step 2. Prepare Sketch:** The owner, developer, or contractor shall prepare and properly submit a sketch to PW to obtain an Encroachment Permit. The sketch shall show all existing and proposed water services and meters in relationship to buildings, driveways, walkways, trees, fire hydrants, light poles, etc., location of the City water line located along the street or alley, and the proposed location of the new backflow device (if applicable) dimensioned relative to right-of-way line. New water meters/services cannot be located in the driveway approaches. A three foot separation shall be maintained between abandoned and proposed water services. An edge-to-edge pipe separation of 10 feet must be maintained between sewer laterals and water services. Sketches shall be fully dimensioned and as accurate as possible. The drawing does not need to be engineered drawings. The sketch shall be reviewed and approved by PW. 4 sets of plans for PW.

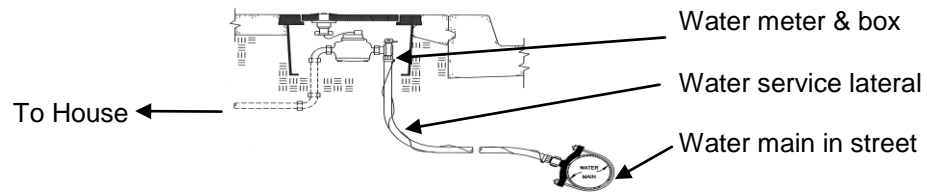
**Step 3. Hire Contractor:** Owner, developer, or general contractor shall hire a contractor with a valid license issued by the State of California Department of Consumer Affairs ("A" General Engineering Contractor or C-34 Pipeline Contractor License) to perform work on public water systems. Homeowners may not obtain permits for their contractors.

**Step 4. Obtain Business License:** The contractor selected shall have a valid business license on file with the City Treasurer prior to granting of an Encroachment Permit. Call (714) 536-5267 to inquire about the requirements, or apply from City Hall, City Treasurer counter.

**Step 5. Verify Insurance:** The contractor selected shall have a valid insurance on file with Risk Management and satisfy all the insurance requirements prior to granting of an Encroachment Permit. Call (714) 374-5378, or (714) 536-5212 to inquire about the requirements.

**Step 6. Pay Permit Fees:** An initial deposit will first be determined and collected at the PW counter to begin the permit process. The total cost of the permit shall include the Inspection Fees, Plan Check Fees, and any applicable service connection charge.

Upon completion of Steps 1-6, the contractor may obtain an Encroachment Permit from the PW. PW counter is located on the 1st floor of City Hall between 8am -5pm Monday through Friday. All checks must be made payable to the City of Huntington Beach. If you have any questions about obtaining the PW Encroachment Permit, please contact PW at (714) 536-5431.



Sample Illustration of Small Diameter  
Domestic Water Service Assembly  
(Refer to PW Standard for Design & Construction)