

## **Meter Split Fees & Permits**

Meter Fee for 2<sup>nd</sup> Meter:                    \$310 (for 5/8")\*, \$360 (for 1")

Processing Fee:                                \$510

Water System Shut Down Fee:            \$395

Encroachment Permit Fee                 \$128

Plus 12% of estimated construction cost (average \$300-\$500)

Building Permit Fee:                        \$200 average

**Average Total Permit Fees:        \$1,543 (may vary based on construction cost estimate and meter size)**

\*Credit given for existing meter downsize (e.g., if downsizing from a 1" to 5/8" a credit of \$50 would be applied)

## **How to Apply for a Meter Split**

1. Apply for an Encroachment Permit (Water Engineering Services, City Hall Room 3, 100 Santa Rosa Avenue). Work must be done by a contractor with a Class A (General Engineering) or Class C-34 (Pipeline) Contractor's License along with a current City of Santa Rosa Business Tax Certificate, Liability Insurance naming the City of the Santa Rosa as additionally insurance and Worker Comp Insurance. Three sets of plans showing proposed work in the city right of way and on water service (including meter manifolds, meter boxes, sidewalk, etc.). \$128 application fee is due with Encroachment Permit application. Additional fees will be assessed after reviewing applications and must be paid prior to issuance of Encroachment Permit.
2. Apply for Building Permit. (Planning & Economic Development Department, City Hall Room 3, 100 Santa Rosa Avenue.) Submit plans showing all onsite plumbing. This is typically an "over the counter permit." Must have Encroachment permit before Building Permit can be issued.
3. Contact Water Engineering to pay meter fees. (City Hall Room 3, or call Water Engineering Services at (707) 543-4200.
4. Encroachment Inspector will coordinate water service shut down and meter set.

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