

Meter Split Fees & Permits

Important notes:

- If the meter split is proposed for a project which will require fire sprinklers, or to serve a new Accessory Dwelling Unit, or if the water lateral is undersized, a water lateral upsize may be required. This would require the existing lateral to be abandoned and a new lateral installed under an Encroachment Permit.
- In some cases a backflow device may be required on the proposed water meter. This would also be shown on the plans submitted with encroachment permit application.
- Please contact Water Engineering Services at watereng@srcity.org or 543-4200 with questions about the meter split process.

How to Apply for a Meter Split

1. Apply for an Encroachment Permit (Please use the following link to apply for an encroachment permit: <https://app.oncamino.com/santarosa-ca/login> Please contact engineering@srcity.org with questions about encroachment permit application submittals). 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. Submit 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 a Building Permit. (Building permit applications can be submitted online: <https://srcity.org/3280/Permitting-Inspections-Entitlements> Contact building@srcity.org or 543-3200 with questions about building permit application submittals. Submit plans showing all onsite plumbing. The Encroachment permit must be issued before a Building Permit can be issued.
3. Contact building@srcity.org or 543-3200 to pay meter fees, or fees can be paid online at: <https://citizen.srcity.org/CitizenAccess/Default.aspx>
4. The Encroachment Inspector will coordinate water service shut down and meter set.

Meter Split Fees:

Meter Fee for 2 nd 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
Building Permit Fee:	\$200 average

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