



# APPLICATION FOR METER PERMIT

PLEASE PRINT

Application is hereby made for permission to (Check One): <input type="checkbox"/> Set New Meter <input type="checkbox"/> Disconnect and Reset Meter <input type="checkbox"/> Break Seal <input type="checkbox"/> Permanently Remove Meter <input type="checkbox"/> Replace Meter <input type="checkbox"/> Accuracy Test	Property Description: Block: _____ Lot: _____ Property Address: _____ City/State/Zip _____ Does the building have a roof tank?    Y            or            N
Information about Meter to be Removed/Repaired/Replaced/Tested: Meter Size: _____ Type: _____	Information about New Meter: (Complete if available) Meter Size: _____ Type: _____
Manufacturer: _____	Manufacturer: _____
Meter Number: _____	Meter Number: _____
Reason for work being done:	
Which part of the building is covered by the meter?	
Building is occupied as:	
Dept. of Buildings New Building #:	Alteration #:
<b>Is this work being performed under the Reimbursable Metering Program?</b> YES            NO	
<b>"I authorize the licensed plumber named below to do the work described in this application."</b>	
Name of Owner:	
Signature of Owner or Agent:	Date:
Mailing Address:	
City/State/Zip	Phone #: (     )
<b>"I certify that I am authorized by the owner of the premises to do the work described herein."</b>	
Name of Applicant (Licensed Plumber):	
Signature of Licensed Plumber:	Application Date:
Mailing Address:	
City/State/Zip	
License Number:	CIS Acct #:                      Phone #: (     )
<b>For Office Use ONLY</b>	
Premises Account Number:                      Plumber Account Number:	
Permit Type:	Permit Number:                      Fee:
Date Issued:	Issued By:

## **Application for Meter Permit Instructions and Notes**

1. Incomplete applications will not be accepted. The only field that may be left blank is the Meter Number for the new meter.
2. Guidance on meter selection is available in DEP's "List of Approved Meters" available on our website at [nyc.gov/dep](http://nyc.gov/dep). The Licensed Plumber has responsibility for installing a properly-selected water meter. Approval of this permit application does not constitute final approval of the meter.
3. If this is a permit application limited only to a meter accuracy test, a DEP-permitted Meter Test/Repair Company may be named instead of a Licensed Plumber.
4. Permits for new construction are valid for 365 days. Permits for meter work in existing buildings are valid for 30 days. Permits may be extended under certain circumstances if a written request is submitted before the original permit expires.
5. The completed permit must be returned within ten business days of completion of the work. A completed permit shall include:
  - a. Meter Manufacturer and Model Name/Number
  - b. Register Model
  - c. Meter Size
  - d. Meter Serial Number
  - e. Installation/Replacement/Work Date
  - f. Meter Location
  - g. Meter Manufacturer's Test Tag or Sheet
6. Licensees who receive three or more violations within a three-month period may lose their ability to receive new permits until the violations are corrected.