



Single-Family or Two-Family Property Irrigation Submeter Checklist for Plan Submittal

The following items must be submitted:

- A Submeter Application form with original signatures. A copy of the partially completed form is required at the beginning of the process. The lower portion can be completed at a later date.
- An Irrigation plan (with all the points below addressed) to us, for review and approval. We are located at the Frank Fasi Municipal Building, 650 S. King Street, 1st Floor. Our office entrance is located to the left of the Snack Shop, Men's Restrooms and Elevators.

Checklist of items which need to be included on your plans:

- Certification by a licensed Plumbing Contractor, Engineer or Architect with their wet signature, date, stamp and valid license number with the following statement: "I certify that all the information shown has been personally verified and is true and accurate." (The certified copy with the wet signature and statement will be kept for our records.)
- Address, Tax Map Key (TMK), property boundary, Owner's name and general site plan information [including aerial or street map with street and cross street information].
- Account number and the Board of Water Supply (BWS) water meter location with the location of the water line going to the structures.
- Location of the "T-off" from the main line to the irrigation line.
- Highlighted or bolded Irrigation line with symbols and a legend to indicate sprinkler heads, drip lines, hose bibs, or pool top-off connection, etc. which are connected to the Irrigation line.
- Make, Model, and Size of the Backflow Preventer and Submeter from the Approved BWS lists, which is available in our Submeter Informational packet.
- Location of proposed Submeter installation shall be at a location that is readily accessible and free of hazards, downstream from the backflow preventer on the irrigation line.
- No Submeter shall be installed between the BWS meter and the Backflow Preventer
- Identify additional features or structures which has access to water, such as a recreation center, pool, work shop, maid's quarters, exercise room, Jacuzzi, fish pond, etc.
- If a pool's top off water is drawn from the submetered irrigation line, you must provide plumbing plans. If is not included, you may not have a hosebib on the irrigation line within 500 feet of the pool.
- All required changes and clarifications shall be incorporated and resubmitted as the original plan and approved prior to installation of the Backflow Preventer and the Submeter.

Upon final approval, our Department will contact you. The final plan with the certification statement must be submitted with an original signature, date, stamp and valid license number of the Plumbing Contractor, Engineer or Architect. The Submeter and Backflow Preventer may be installed at this time. After installation, please call our office, Environmental Services, Office of Administrative Support, Customer Service Investigation Section, at (808) 768-3330 and speak to our Investigator to make an appointment. The completed Submeter Application is required and a walk through of the structures on the property is required and a water test is necessary to complete the application.

After verification, you will be placed on our Submeter Program and a Submeter Read form will be sent to you (via email or fax) to record your monthly readings. You will be required to submit your readings within five (5) days of your monthly scheduled date.

You must report your submeter readings, timely. Failure to do so may disqualify you from participation in our Submeter Program. If you fail to turn in your readings for 2 consecutive months, we will have the option of removing you from our Submeter program.