



Cooling Tower Submeter Checklist for Plan Submittal

You will need to submit:

- Submeter Application form
- Submit one (1) ORIGINAL plus two (2) copies to the Department of Planning and Permitting (DPP) from which you need to apply for a Building Permit.
- As DPP reviews your plans, please submit one (1) ORIGINAL and one (1) copy with the required information to us, the Department of Environmental Services, Customer Investigation Section for review and approval. [Fasi Municipal Building, 650 S. King Street, 1st Floor. Entrance to the left of the Snack Shop.]

Your plans must include the following:

- Our plan shall be prepared by or under the supervision of a Plumbing Contractor, Engineer or Architect. It must include their ORIGINAL signature and date, and include their stamp or license number with the following statement: "I certify that all the information shown has been personally verified and is true and accurate." **THE ORIGINAL COPY WITH THE REQUIRED ITEMS ON THIS CHECKLIST WILL BE KEPT BY US FOR OUR RECORDS.**
- Address, Tax Map Key (TMK), and Business name
- Account Number of Board of Water Supply (BWS) Meter
- Make, Model & Size of the Backflow Preventer from the Approved BWS list (available on our website)
- Make, Model, Size & Serial Number of the Submeter from the Approved BWS list (available on our website)
- The Submeter shall be installed at a location that is readily accessible and free of hazards.
- No Submeter shall be installed between the BWS meter and the Backflow Preventer
- The layout of Cooling Tower and the location of the Submeter and Backflow Preventer.
- The Department of Planning and Permitting Building Permit should be completed, before we are contacted for a site visit.
- All required changes and clarifications must be incorporated and resubmitted as the ORIGINAL plan. A copy may be made and submitted (This will be your copy)

Upon final approval, our Department will contact you to pick up your copy of the signed plans and your Submeter and Backflow Preventer may be installed. After installation, please contact the Department of Planning and Permitting to close your Building Permit. After your Building Permit has been closed, please contact us at (808)768-3326. Our Investigator will contact you to schedule a site visit to verify the information on your plans. We may also have to conduct a walk-through of the structure to ensure that we are charging correctly for our base charges.

After verification, you will be put on our Submeter Program and a Submeter Reading form will be sent to you (via email or fax) to record your monthly/bimonthly readings. You will be required to submit your readings within five (5) days of your scheduled date. Failure to do so may disqualify you from participation in our Submeter Program.