



## COOLING-TOWER, IRRIGATION SUB-METERING REQUIREMENTS

It is the responsibility of the applicant to contact the Environmental Compliance Coordinator (804) 646-8940 to review the request for the sub-meter(s), and to make arrangements for survey and installation. Call the Cross Connection Control Specialist at (804) 646-8524 for installation requirements and inspection of the service line backflow prevention device(s). A current service line backflow prevention device test report is required submitted for existing devices. Call Service and Meters at (804) 646-8460 for sub-meter approval and inspection. At least 48 hours of notification is required to schedule any inspection.

**Plan Submittal:** Internal Building Plumbing Diagrams are required submitted with permit application. Plans must show the outside public water and wastewater service connections and meters, location of the service line backflow prevention device, floor plan showing location of cooling tower(s) and tower capacities, water sub-meter location(s), and size of drain line. **Submit three (3) plans sets with the permit application form.** Resubmission shall be required of any disapproved permit.

**Plan of Installation:** The meter(s) must be accessible to the meter reader and inspector. Ingress and egress rights to the remote device for reading and service personnel by authorized utility personnel will not be unreasonable during working hours 7:30 a.m. to 4:30 p.m., Monday through Friday, and Saturday, if necessary. The remote register shall be located on the ground level floor and as close as possible to the city meter installation. The water sub meter shall be located as close as possible to the cooling tower. Installations are subject to inspection at any reasonable time by authorized utility personnel. Annual Service line Backflow Prevention Device Test Reports are due on or before every 1<sup>st</sup> of March.

### Sub-meter Requirements:

1. Only 5/8" through 2" water sub-meter(s) with remote meter reading register are acceptable. Meters shall be mounted horizontally. Remote device shall be mounted no higher than 5 ft and no lower than 2 feet above ground level.
2. The meter and remote-reading device must register in cubic feet and be in digital display. Automation billing will be reconciled every 6 months.
3. The meter shall be approved by DPU-Service and Meters, and tested by a certified contractor before installation.
4. The drain line to the wastewater meter or sub-meter shall be sized to handle all effluent discharge. Permissible drain line spillage is zero.
5. The water sub-meter shall be marked "Influent" and the wastewater shall be marked "Effluent".
6. The applicant is responsible for the purchase of the meter and its installation.
7. All repair and maintenance cost shall be borne by the applicant.
8. Vendors of cubic feet meters acceptable by DPU-Service and Meters:  
Sensus International    Hersey Meter Company  
Neptune Meter Company    Badger Meter Company
9. In the case of a malfunctioned wastewater meter(s), repair must be made promptly.
10. Applicant must give at least 10 working days notice of their desire to begin, change, or terminate service.
11. A Plumbing Permit is required. An approved copy of this permit is required submitted with the Plumbing Permit.

**COOLING-TOWER, IRRIGATION SUB-METERING PERMIT**

City of Richmond, Department of Public Utilities, City Hall, Development Services Office at 900 E. Broad Street, Room 115, Richmond, Virginia, (804) 646-8544. Permit application for commercial and industrial facilities to install water and wastewater sub-meters (City Code 29-342) or wastewater meter (City Code 29-343) for cooling tower unit(s) to allow adjustment of sewer accounts.

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Date: \_\_\_\_\_ 20 \_\_\_\_\_ Account No. \_\_\_\_\_

Owner\Authorized Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number of Owner: ( ) \_\_\_\_\_

Name of Premise: \_\_\_\_\_

Address: \_\_\_\_\_

Business Classification: [ ] commercial [ ] industrial

SIC (Standard Industrial Classification) Code: \_\_\_\_\_

Type of business (i.e., storage, processing, manufacturing, hotel): \_\_\_\_\_

Size of cooling tower/irrigation feed line: inlet \_\_\_\_\_" outlet \_\_\_\_\_"

Will a glycol, non-freezing, rust retardant, ammonia or chemical solution be added to the cooling tower(s)? [ ] yes [ ] no

If yes, name of the chemical(s) \_\_\_\_\_

This is a request for [ ] sub-metering [ ] wastewater metering

To the City of Richmond, Virginia, Department of Public Utilities: In conformity with your rules and regulations, I hereby make application for permission to install sub-meter(s) at the above named premise, and agree to abide by the following rules and regulations that have been adopted by the City of Richmond, subject to revision from time to time by the Department of Public Utilities.

Authorized Agent Signature: \_\_\_\_\_

Address/Telephone (if not listed): \_\_\_\_\_

Environmental Compliance Officer: [ ] Approved [ ] Disapproved

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

Water Utility Engineer: [ ] Approved [ ] Disapproved

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

**DO NOT WRITE BELOW:**

Will the sub meter feel all cooling towers [ ] yes [ ] no

Number of cooling towers: \_\_\_\_\_

Influent Submeter [ ]

Location: \_\_\_\_\_

Date Installed: \_\_\_\_\_

Mfg.: \_\_\_\_\_

Size: \_\_\_\_\_

Serial No.: \_\_\_\_\_

Date Tested: \_\_\_\_\_

T/On Reading: \_\_\_\_\_

Size of the cooling tower(s) metered \_\_\_\_\_

Effluent Submeter [ ] Meter [ ]

Location: \_\_\_\_\_

Date Installed: \_\_\_\_\_

Mfg.: \_\_\_\_\_

Size: \_\_\_\_\_

Serial No: \_\_\_\_\_

Date Tested: \_\_\_\_\_

T/On Reading: \_\_\_\_\_

Signature \_\_\_\_\_

Meters Readings Inspector

\_\_\_\_\_

Date Approved

Signature: \_\_\_\_\_

Cross Connection Control Specialist

\_\_\_\_\_

Date Approved

Signature: \_\_\_\_\_

Environmental Compliance Coordinator

\_\_\_\_\_

Date Approved