



Requirements for Municipal Water Service Inspections & Water Meter/Transmitter Installations

Municipal Service Inspections

- When the initial plumbing inspection is booked a time will be scheduled approximately 1 hour prior to the plumbing inspection to have the municipal water service inspected.
- The contractor **MUST** be onsite at the scheduled time and the municipal water service **MUST** be exposed.
- If the contractor will not be ready at the scheduled time for the water service inspection the water operating authority must be notified as soon as possible (519-441-1325). A fee may be charged to the property owner if the water operating authority arrives onsite and the contractor is not ready for the inspection.
- After the inspection the water operator will leave the water off and will install a lock on the municipal water service.

Water Turn On

- Only the water operating authority appointed by the municipality is permitted to operate the municipal curbstop. The property owner may be subject to a fee if otherwise and are responsible for damages if they occur.
- The meter must be installed prior to the water being turned on (the touch pad and transmitter box can be installed at a later date).
- The contractor contacts the Municipal Office with a minimum of 48 business hours notice prior to the date of wanting the water turned on. Business hours are Monday-Friday 8:30am - 4:30pm.
- The contractor must meet the water operator onsite at the scheduled time for the water turn on and the municipal service must be exposed.
- The service box must be brought to grade once landscaping is complete. If a service box extension is required to bring the service box to grade, it will be provided by the water operating authority. Contact the Utilities Department to arrange. A fee for the extension may apply.

Installation of the Water Meter, Touch Pad & Transmitter

- The contractor arranges for the installation of the water meter kit by a licensed plumber.
- The contractor arranges for the electrician or plumber to supply and connect the wire from the water meter to the transmitter box. The wire should be a minimum of 20 (ideal) or 22 gauge.
- The touch pad and transmitter box must be installed outside the building.
- To connect the wires use two wires only when wiring the meter to the transmitter, red and black. On the meter the red wire is connected to the screw that has an "R" beside it and the Black wire is connected to the screw with a "B" beside it. Nothing is connected to the screw with a "G" beside it.
- When wiring to the black touch pad; have the black pad right side up so you are able to read the word SENSUS. Placing the black pad against the wall in the correct position to be mounted, the red wire is connected to the left side screw and the black wire is connected to the right side screw.
- If the water meter/transmitter does not activate upon the water operator's initial visit a fee may be charged to the property owner for each additional onsite visit required to activate the water meter. The fee may be charged if the meter/transmitter does not activate due to incorrect installation and wiring issues.
- The water meter kits are available at the Municipal Office (14 Mill Ave Zurich). If advance notice is provided including the property owner's name and service address staff can have the meter kit ready for pick up. There is no charge for the kit unless it is a replacement kit or parts of a previous kit that have been lost or damaged due to negligence by the property owner or contractor.