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**Effective: December 8, 2008**

**Amended: June 8, 2010; February 14, 2011; March 1, 2013; July 1, 2013**

The following information is required for the installation of all residential and commercial meters for projects within the City of North Las Vegas water jurisdiction. Upon receipt of written request a pre-install inspection will be initiated, which must be passed before meters will be installed. All meter vouchers forwarded to this office with addresses will be presumed to be requests for pre-meter inspections and billing accounts will be opened subsequent to the inspection passing and the completion of the meter installation. All conditions indicated herein must be met and information provided for a pre-meter request to be scheduled and meter install to be ordered.

- Voucher number (issued when all connection and associated meter fees are paid).  
**\*\*\*NOTE:** Various phases and/or units may have had fees paid at separate times and will therefore, have a meter voucher issued for each phase or unit as fees are paid.
- Project name (This is the name that is on the approved civil plans and meter voucher and may not be the same as the marketing name).
- Number of meters requested and release dates for each lot.
- Addresses (and lot numbers for residential development) must be provided. For irrigation or common area meters, exact locations where meters will be set and an 8.5" x 11" copy of the plans showing the location is acceptable or the exact location (200' south of the intersection of Ave A and B Lane, on the east side of Ave A 5' back of curb, etc.). For irrigation meters, a request for addressing will be submitted by our office to CNLV Public Works Real Property Services. Addresses must be available before the inspection process or meter installation can begin.
- ***All locations must have begun vertical construction, be clearly identified and marked at the site. The service lines, laterals, meter boxes and sidewalks or collars must all be installed and set at grade, and all idlers must be removed prior to inspection to allow inspectors to verify lay-length and/or angle meter stop (AMS) alignment. The current Uniform Design and Construction Standards are available at no charge on the City of North Las Vegas' website. Meters will NOT be installed until the inspection passes. If the inspection fails, it is the responsibility of the contractor to re-schedule the inspection once all repairs or corrections are completed.***
- Field Contact name and phone number – this will allow us to make contact if one or more inspections fail or if any other questions or concerns arise.
- Billing information, including contact person name and phone number (***accounts will be opened and a base service fee charged for each address upon the initial attempt at installation.***)

For meters that were issued for installation directly to developers/contractors prior to December 8, 2008, the process may be dependent on whether the meters were installed or held in storage. All other projects will continue to obtain meters under the standard processes as defined and amended.

- All damaged or missing meters will be billed to the developer or contractor through the existing water account. In the event the account is closed or has transferred to a property owner or tenant, the developer or contractor may be billed directly. No credit will be given for radio/register combinations that may be returned.
- For meters held in storage where there is no consumption recorded and no evidence of prior installation, they should be returned to the Utilities Dept. Information regarding the number of meters and their assigned locations (assets/lots/addresses) will be noted and a 1-for-1 exchange will be permitted. Utilities Billing will also be notified of the addresses/account so that notations can be made to prevent erroneous billing. Meters will be reissued one time at no cost following achieving a “Passed” status for pre-meter inspections.
- **For meters that were installed by the developer/contractor, an inspection to ensure current UDACS and Service Rules compliance will be required.** Should the inspector determine that the existing meters meet all requirements, a request will be made by Utilities Inspection to the Utilities Projects Supervisor (meters), or his designee, to have the meters upgraded with new I-8 integrated register/radio combos or replaced with a full I-8 meter, at the discretion of the Utilities Project Supervisor or his designee. No fees will be charged to the developer/contractor for upgrades or equivalent swaps unless it is determined that the existing meter is damaged or missing.
- In the event the inspection fails, the developer/contractor will be required to return to the Utilities Department any meter/radio/register, or parts thereof. The Utilities Inspector will notify Utilities Admin Staff to request reopening the asset and creating a pre-meter inspection; the Inspector will be responsible for indicating the “Failed” status and making any necessary comments. It will remain the responsibility of the developer/contractor to schedule for any subsequent inspections.