

Water Meter Sizing Review Process

This process shall apply to all commercial development, multiple units served through a master meter, and downsizing of existing meters.

- The Property Owner or assigned representative (such as Developer, Engineer, or Plumber, herein referred to as “Responsible Party”) shall be responsible for the accuracy of the water meter sizing information submitted to Cape Fear Public Utility Authority (CFPUA) for review.
- The Property Owner shall be responsible for ensuring that actual site construction and use conform with the water meter sizing information submitted to CFPUA.
- The Responsible Party shall submit to CFPUA the following water meter sizing information:
 - One water meter sizing form per meter completed in accordance with the latest edition of the International Plumbing Code, Appendix E adopted by the State of North Carolina (IPC).
 - Upon request by CFPUA, other documentation necessary for water meter sizing, such as drawings of the proposed Mechanical/Irrigation plan showing water fixtures and piping.

NEW DEVELOPMENT:

1. The water meter sizing information shall be submitted by the Responsible Party to CFPUA Engineering either as part of the CFPUA utility plan submittal or at the time of building permit application to New Hanover County.

Please note that approval of water meter sizing is required prior to payment of development fees and release of building permits.
2. Upon receipt, CFPUA Engineering shall provide CFPUA Meter Services the water meter sizing information. Meter Services shall retain the water meter sizing information.
3. Meter Services shall review the proposed water meter sizing form in conjunction with the IPC for sizing criteria and applicable CFPUA meter configurations.
4. Meter Services shall provide their approval or comments/revisions to Engineering within five (5) business days.
5. Engineering shall provide the approval or comments/revisions to the Responsible Party.

DOWNSIZING OF EXISTING METERS:

1. The water meter sizing information shall be submitted by the Responsible Party to CFPUA Customer Services – Meter Services.
2. Meter Services shall review the proposed water meter sizing form in conjunction with the IPC for sizing criteria and applicable CFPUA meter configurations.
3. Meter Services shall provide their approval or any comments/revisions to the Responsible Party within five (5) business days.

Note: In all cases, the water meter sizing review and approval by CFPUA shall be completed prior to payment (or credit) of development fees and installation of the water meter. Once the water meter sizing is approved by CFPUA, the customer must request the meter set through CFPUA Customer Service.