



CHANGE IN WATER METER SIZE REQUIREMENTS

CITY OF WESTON
BUILDING DEPARTMENT
3265 MERIDIAN PKWY., SUITE 100
WESTON, FLORIDA 33331
954-385-0500 Office

- *Plumbing Permit application signed & notarized.*
- *Copies of Insurance Certificates, liability and workers compensation, and copies of licensing documentation, Contractor, Certificate of Competency, Business Tax Receipt.*
- *Copy of recorded Notice of Commencement, required for projects valued at \$2,500 or higher. (This must be submitted prior to the permit being issued.)*
- *Two (2) Original Surveys (Raised Seal).*
- *Two (2) copies of survey showing location of proposed construction. Meter location and any lines and/or connections must also be depicted.*
- *Water Flow Rate calculations signed & sealed by a professional engineer/architect.*
- *City of Weston Permit Affidavit - required for residential projects, and must be signed and notarized by property owner.*
- *Permit Fees are collected when the permit package is submitted. Payment in the form of Company or Personal checks, MasterCard, Visa or American Express are accepted. Payments are processed electronically. Please see Direct Payment Authorization Form or Credit Card Authorization Form.*
- *Notification via fax will be sent regarding comments or if permit is ready to be issued.*
- *When issued, take permit card and an Application for Water Meter to Public Works and pay Meter Reinstallation Fee and any other fees that may apply. Downsizing a meter will require only the Meter Reinstallation Fee. Upsizing a meter will require a Meter Reinstallation Fee as well as an additional deposit and an additional District Facility Maintenance Charge. The amount due will be the difference between the existing and new installations. The Application for Water Meter is downloadable in the Public Works section of the City's webpage, under "Water & Sewer Accounts and Information, www.westonfl.org.*
- *Next, apply to the City of Sunrise for a water meter. Two (2) applications are needed. One is the application for the meter itself, the second is a form regarding the change in meter size. This form will need to be signed and notarized.*
- *The Public Works Department for the City of Weston will fax paperwork to the City of Sunrise confirming that the change in meter size has been approved and that all associated fees have been paid.*
- *When complete, the City of Sunrise will issue a work order to Public Works, City of Weston. Public Works will contact you to coordinate the meter installation, and arrange for the pick up of the old meter.*
- *Plumbing inspections are required under the building permit.*
- *Fax inspection requests to 954-888-9018.*
- *Allow one (1) day's notice for inspections. Inspection requests received after 3:00 p.m. will be scheduled for the following day.*
- *Plans and permit card must be on job before inspections will be made.*
- *At least one (1) approved inspection every 90 days is required or the permit expires.*
- *All forms are available for download via the City's website www.westonfl.org.*
- *Contact information for Public Work and the City of Sunrise are noted below.*

City of Weston
Public Works
Gaetana Biondo
2599 South Post Road
Weston, FL 33327
954-385-2600 Phone
954-385-2610 Fax

City of Sunrise
Utilities
10770 West Oakland Park Boulevard
Sunrise, FL 33351
954-835-2782 Phone
954-835-2796 Fax