

COOLING TOWER SUB-METERING PERMIT

City of Richmond, Department of Public Utilities, City Hall, Development Services at 900 East 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 106-533) or wastewater meter (City Code 106-534) for cooling 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 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.

Owner/Authorized Agent Signature: _____
Address/Telephone (if not listed) : _____

Environmental Compliance Officer: [] Approved [] Disapproved
Signed: _____ Date _____ 20____

Remarks: _____

Water Utility Engineer: [] Approved [] Disapproved
Signed: _____ Date _____ 20____

Remarks: _____

DO NOT WRITE BELOW:

Will the sub-meter feed all cooling towers? [] yes [] no

Number of cooling towers: _____ Size (s) of the cooling tower (s) metered: _____

Influent Submeter []
Location: _____
Date Installed: _____
Mfg.: _____
Size: _____
Serial No.: _____
Date Tested: _____
T/On Reading: _____

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

Requirements

It is the responsibility of the applicant to contact the Environmental Compliance Coordinator (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 646-8510 for installation requirements and inspection of the serviceline backflow prevention device (s). A current serviceline backflow prevention device test report is required submitted for existing devices. Call Service and Meters at 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 Diagram is required submitted with permit application. Plans must show the outside public water and wastewater service connection and meters, location of the serviceline 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 Serviceline Backflow Prevention Device Test Reports are due on or before every 1st 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 feet 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
Other meters may be approved on a case by case basis. All meters shall be located in an accessible area.
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.

Billings: Subject to the rules and regulations as provided in the City of Richmond City Code. In the case of a stopped meter, the alternate billing will be discontinued.

The sewer charges will be reflected on the water and sewerage bill rendered on a monthly basis. The Customer Service Division will not establish the sub-meter (s) accounts until the Environmental Compliance Coordinator has returned the completed application.

No portion of the water measured by the sub-meter (s) shall return to the sewerage system, unless metered. Any violation shall cause this agreement to be null and void.

The permit approval process is approximately 4 weeks. Permit approval to perform work is good for 6 months from approval date.