

Original May 8, 2002
Revised June 29, 2015

City of Oregon City
POLICY/PROCEDURE

Water meter installation/Utility Billing

Division Responsibility: Building/Public Works/Utility Billing

Action Required: Notify, Install & Implement Billing

Desired Outcome: Provide method for coordination of meter installation and charge for services after meter installation.

PROCEDURE:

1. The Building Division shall notify Water Operations Supervisor and Water Team Leader that appropriate fees have been paid, permits have been issued and that the meter may be set.
2. Public works will install the water meter and lock the meter off.
3. The permit holder will contact Utility Billing to request activation of water service.
4. Utility Billing will remove the lock on the water meter and will begin billing for water and sewer services.