BOROUGH OF CARLISLE

WATER METER PERMIT APPLICATION

Sustainable Community &
Economic Planning
53 W South Street · Carlisle, PA 17013
717-240-6930

Complete all applicable sections and submit the required fee and supporting information. Do not install, place in service, conceal or seal the meter assembly until all required Borough approvals and inspections have been completed.

1. SERVICE LOCATION AND APPLICANT INFORMATION

Service Address	**Cumberland County Tax Parcel No.**
Property Owner / Customer	**Owner Phone / Email**
Owner Mailing Address *Street, city, state and ZIP*	**Applicant / Point of Contact**
Applicant Mailing Address *Street, city, state and ZIP*	**Applicant Phone / Email**
Installing Contractor / Plumber	**Contractor Phone / Email**
Master Plumber License No. *Mandatory*	**Related Water Tap / Work Permit No.** *If applicable*

2. SERVICE AND METER INFORMATION

☐ New water service	☐ Existing service - new meter	☐ Meter replacement
☐ Meter relocation	☐ Change in meter size	☐ Temporary / construction service

Requested Meter Size ☐ *5/8 x 3/4 in.* ☐ *1 in.* ☐ *1-1/2 in.* ☐ *2 in.*	**Larger Meter Size** ☐ *3 in.* ☐ *4 in.* ☐ *6 in.* ☐ *Other: ____*
Service Line Size / Material	**Domestic / Fire Demand** *GPM and pressure, if applicable*
Proposed Meter Location ☐ *Interior* ☐ *Exterior pit* ☐ *Meter vault*	**Number of Meters at Property**
Meter Manufacturer / Model *If known*	**Meter Serial No.** *Borough use if not yet assigned*
Remote Reading Device / MXU Location	**Proposed Installation Date**

3. METER VAULT INFORMATION - COMPLETE WHEN A VAULT IS PROPOSED OR REQUIRED

Submit the vault manufacturer's product data and a plan showing the vault, piping, valves, bypass, meter, backflow assembly, access, drainage and property/right-of-way location.

Vault Manufacturer	**Vault Model / Product No.**
Vault Inside Dimensions *Length x width x depth*	**Vault Material / Load Rating**
☐ Vault manufacturer will supply the water meter	☐ A Borough-supplied water meter is required
☐ Meter will be supplied by another party: _____	☐ Meter-supply responsibility requires Borough confirmation
Manufacturer-Supplied Meter Make / Model *Complete when applicable*	**Manufacturer-Supplied Meter Size / Type**
Vault Plans / Product Data ☐ *Attached* ☐ *Previously submitted* ☐ *Not yet available*	**Borough Meter Required** ☐ *Yes* ☐ *No* ☐ *To be determined*

4. BACKFLOW PREVENTION AND THERMAL EXPANSION

Backflow protection and thermal-expansion control must comply with the currently adopted Pennsylvania Uniform Construction Code, applicable Borough requirements and the approved installation documents. Separate plumbing approval or inspection may be required.

Backflow Preventer Type / Model	**Device Size / Serial No.**
Backflow Assembly Location	**Test Report / Certification** ☐ *Attached* ☐ *Pending* ☐ *Not applicable*
Thermal Expansion Control ☐ *Expansion tank* ☐ *Other approved method*	**Tank Size / Model / Location**
Installation Date	**Plumbing / Backflow Inspection Date**

5. SUBMISSION CHECKLIST

☐ Completed and signed application	☐ Applicable meter and accessory fees	☐ Site / utility plan
☐ Meter and piping detail	☐ Meter-vault plans / product data	☐ Meter manufacturer's specifications
☐ Backflow device specifications	☐ Hydraulic calculations, if requested	☐ Master plumber license information
☐ Related permit applications	☐ Water service / tapping approval	☐ Other: _____

6. APPLICANT CERTIFICATION

By signing below, I certify that this application is complete and accurate; that I am authorized to submit it; that the installation will comply with the approved documents and Borough requirements; and that the meter assembly will not be concealed, sealed or placed in service before all required inspections and approvals are complete.

Applicant Printed Name / Title	**Date**
Applicant Signature	**Property Owner Authorization** ☐ *Applicant is owner* ☐ *Attached*

7. PERMIT, FEES AND TECHNICAL REVIEW - BOROUGH USE ONLY

Water Meter Permit No.	**Date Received**
Approved Meter Size / Type	**Approved Meter Location**
Meter Supply ☐ *Borough* ☐ *Vault manufacturer* ☐ *Other*	**Meter / MXU Serial No.**
Meter Fee	**Meter / Accessory Cost**
Other Fees	**Total Fee Due / Date Paid**
☐ Application complete	☐ Vault plans approved
☐ Backflow information approved	☐ Additional information required
☐ Separate plumbing permit required	☐ Permit approved with conditions
Review comments / permit conditions	

8. INSPECTION AND CLOSEOUT - BOROUGH USE ONLY

Meter Installation Date	**Final Inspection Date**	
Meter Sealed By / Seal No.	**Remote Reader / MXU Verified**	
Backflow Documentation Received	**Account / Billing Notification Date**	
Borough Official Approval / Signature		**Approval Date**
☐ Approved for service	☐ Approved with outstanding items	
☐ Reinspection required	☐ Permit closed	