



Infrastructure & Development Services / Taps and Meters

Water Meters (3”and Larger)

All applicants must comply with [Chapter 47](#) of the City of Houston Code of Ordinances and The Infrastructure Design Manual [Chapters 1,2,5,6,7,8, & 12](#). No work in any C.O.H. Right-Of-Way can commence prior to written authorization by utility officials. Per City of Houston ordinance 47-5. No meter permits will be issued if COH water main is not placed in service.

How to apply

To apply for a permit to install a new large domestic meter, irrigation meter, or fire rated water meter provide the required documents listed below with your application. Missing, incomplete, or incorrect documents will not be processed.

Large Meter application is available on-line.

[Apply Now](#)

Large meter Permit application. (On-line only)

Approved Utility Site plan. (attach to application)

Approved Plan and Profile (attach to application)

Warranty Deed. (attach to application)

Lease Agreement if water account will be set up in Lessee name not the property owner

IRS SS-4 Letter, or 4168C or LTR 147C for the EIN (a W9 is not accepted) (attach to application)

WCR Letter of Availability (attach to application)

Active Water Account or meter number for existing services associated with your existing site or re-platted site.

Water Meter Easement required if the water meter is not located within a city public right-of-way. Attach easement documents to the on-line meter application. An application will not be approved without easement documents.

Maintenance bond and Surface Restoration bond (attach to application)

TXDOT UIR permit required if tap connection is located within a TxDOT Right-of-Way. Attach UIR permit to the on-line meter application. An application will not be approved without TxDOT UIR.

City, District, County or State municipality applicants must provide an official notarized letter identifying who has permission to apply for the permit on your behalf and who will be responsible for the permit and bill and account.

The property must have direct access to City of Houston water mains. Properties that do not have direct access to public water mains require prior approval from the Infrastructure Support Group.

The water main must be at least 4-inch size and less than 20-inches. Property with direct access to water mains 20-inches and larger require prior approval from Infrastructure Support Group.

The tap must be the same size as the water meter excluding the 3-inch meter which has a 4-inch tap, and a 10-inch Meter which has a 12-in tap.

Impact fees, if required must be paid before the water meter can be set up. Projects with conditional WCR letters, House for House and/or qualifying impact fee exemption residential development are exempt from impact fee payment prior to water meter set up.

All connections to public water mains within a TXDOT R-O-W must first obtain a UIR right of Way permit from TXDOT. Email taptechs@houstontx.gov for more information.

Any public water meter 3-inches or larger must be located within a required water meter easement. Minimum 10ft x 20ft easement for meters 3-6 inches and a minimum 15ft x25ft for meters 8 inches or larger.

Water mains must be placed in service prior to receiving a water meter permit.

NEW METER REMOVE METER JRC CONTRACT WATER EASEMENT BONDS TXDOT

5 easy steps to apply for a large meter permit

1. Apply for a Large Meter permit
2. Submit Easement Documents for approval
3. Submit Bonds for WNS permit number
4. Pay for permit
5. Receive permit Work order

1. Applicant applies for a Large Meter permit online providing all items listed in the “What’s needed” section.

- a. The Sr. Plan Analyst will review the submitted documents for accuracy. If all is correct, the Plan Analyst will create a Job no. & WNS application number and save documents in an electronic folder containing the meter application and other required document files. All documents must be provided before WNS permit number is assigned. We cannot accept incomplete submissions.
- b. Move application to the bond review milestone for CSR bond validation.
- c. The SPA will send email of WNS# & JOB# confirmation to Applicant
- d. The SPA will notify the CSR Supervisor to submit easement documents for approval.

2. Easement document submittal and approval (see list of easement documents below):

- a. Submitted easement documents will be forwarded to the Customer Service Supervisor for processing.
- b. Easement documents are sent to Surveying, Legal, and Real Estate Departments for approval – allow at least 30 Business days for review.
- c. Incorrect documents must be corrected and resubmitted before approval of permit.
- d. The Contractor and Surveyor will be contacted after the Real Estate and Legal Survey approval process is complete.
- e. The CSR supervisor will upload and attach the approved easement documents to the WNS permit application.
- f. The CRS Supervisor will notify the Chief Inspector of the approved easement.
- g. The Chief Inspector will release easement hold from COH ILMS building project

3. Bond submittal and approval:

- a. After a WNS number is created the CSR will review bonds for validation with the listed bonding company and surety company.
- b. If no confirmation is provided by the surety company the application will remain on hold until the bonds are verified.
- c. After bond verification the WNS application will be forward to the Customer Account Service department for account review.
- d. Maintenance Bond and Surface Restoration should be provided by the Utility Contractor requirement see below for Bond Fee Schedule and bond requirements.

4. Account review and Invoicing w/ Customer Account Service New Services:

- a. CAS New Service will review all related accounts associated with the property. If no issues are found, they will send the applicant and the account owner an invoice by email.
- b. The invoice will include the inspection fee and applicable deposit. Inspection Fee (\$415.02)
- c. The application will then be moved to New Services/ROS Review for Account review, fee assessment and invoicing. COH deposit \$7,000 - \$20,000 depending on meter size.
- d. **For any account inquires, Invoice status, work order status or permit application status after a WNS number has been given. Contact New services at: 832.394.8995 or 832.394.8994 or 832.394.9502 or email CASNewservices@houstontx.gov**

5. Final Review work order & Inspections:

- a. If WNS application is complete and accurate the application will be moved to Inspection and compliance for final review, approval and release of electronic work order to the Contractor.

If the documents are incomplete, the applicant will be contacted, and the application will be placed on hold until required documentation is provided. For inspections or field condition questions contact:

ucsinspections@houstontx.gov. Once the payment and deposits have posted to the account, and pre-inspection approves the WNS, the Contractor and Owner/Agent will receive an electronic work order via e-mail (10) business days after. **The work order will not be released and sent to the contractor until all payments have been posted to the account.**

New large meter permit

Contact a Taps and Meters Supervisor for assistance for applying for a meter and the following applies.

- Your meter will be installed on a Houston Airport
- Your meter is part of a JRC
- Your meter is for a water contract project or well

Application requirements when applying for a Large Meter permit. All documents must be provided with the application prior to receiving a permit.

- **With the application provide the following:**
 - Provide COH ILMS number of the approved Building Site plan or Utility site plan for all new construction. An OCL project number is required for projects located outside of the City Limits.
 - Provide the Service address.
 - Provide the 5-digit drawing number listed on the cover sheet of your plan and profile.
 - Attach approved public Plan & Profile plans. They must match your approved private Utility Site Plan.
 - Provide the property tax ID number.
 - Provide the description of the meter that you are installing for example: *INSTALL new 6in Fire rated turbine meter*
 - Provide any existing water meter or account numbers associated with your site
 - Provide the utility contractor's (plumbing company) contact information – provide master plumbers license number
 - Provide the General Contractor contact information
 - Provide the account owner contact information / This can be the property owner or a tenant
 - Provide the applicants contact information in the agent section
- **Attach a copy of the current WCR Letter**
- **Provide Plan and Profiles Approved by the Office of City Engineers** - plans must show the new meter location
- **Provide Utility Site Plan Approved by the Utility Analyst department** - plans must show the new meter location and must match your approved Plan & Profile
- **If you are connecting to a Main on a TXDOT ROW you must first have a TXDOT UIR permit before applying for a meter with the City of Houston. Ask for more information about TXDOT permits**
- **Provide the Commercial / Multi-family Service Application**
- **Attach the Maintenance bond and Surface Restoration bond**
 - Provided by the name of utility contractor plumbing company installing the METER
 - Provide the description of the meter that you are installing for example: *INSTALL new 6in Fire rated turbine meter*
 - Provide the service address to the property
 - Provide the Job Cost per bond fee schedule
 - *Bonds must be in full color and pdf format - NO photographs*
 - *Bonds must be scanned clearly*
 - *Bonds must have all 3- required signatures and Seal visible*
- **Provide Meter Easement Documents**
 - Provide the Metes and bonds
 - Provide digital easement drawing signed by registered surveyor
 - Provide recorded warranty deed of property

5 easy steps to apply for a **JRC** large meter permit.

The order of steps for permitting any large meter permit.

1. Submit Large meter permit application documents and required approved plans
2. Submit Approved Easement Documents and JRC Contact letter and Submit Bonds for WNS permit number
3. Pay for permit
4. Receive permit Work order
5. Meter Testing, Calibration, and Inspection

Application Requirement for applying for a Large Meter

- **Fill out the Large Job Application and Informal Contract agreement *see attached* - on the application provide the following:**
 - Provide ILMS number of the approved plan and profile. It is located at the bottom of P&P cover sheet.
 - Provide the Service address.
 - Private utility site plan is not required for meters serving and existing development with no change to the building.
 - Provide the 5-digit drawing number listed on the cover sheet of your plan and profile.
 - Provide the Harris Country Appraisal district tax id number.
 - Provide the description of the meter that you are installing for example: *INSTALL new 6in Fire rated turbine meter*
 - No account number is required if you are NOT aware of any existing water meter accounts associated with your site
 - Provide the utility contractor's (plumbing company) contact information – provide master plumbers license number
 - Provide the General Contractor contact information
 - Provide the property owner/ account owner contact information
 - Provide the applicants contact information in the agent section
- **Provide Wastewater - WCR Letter for new developments**
- **Provide Plan and Profiles Approved by the Office of City Engineers - *plans must show the new meter location***
- **Provide JRC Contact letter**
- **If you are connecting to a Main on a TXDOT ROW you must first have a TXDOT UIR permit before applying for a meter with the City of Houston. *Ask for more information about TXDOT permits***
- **Provide the Commercial / Multi-family Service Application**
- **Provide Maintenance bond and Surface Restoration bond**
- **Provide Recorded Warranty deed of property**
 - Provided by the utility contractor installing the METER
 - Provide the description of the meter that you are installing for example: *INSTALL new 6in Fire rated turbine meter*
 - Provide the service address to the property
 - Provide the Job Cost per bond fee schedule
 - *Bonds must be in full color and pdf format - NO photographs*
 - *Bonds must be scanned clearly*
 - *Bonds must have all 3- required signatures and Seal visible*
- **Provide City approved Meter Easement Documents**
 - Provide the Metes and bonds
 - Provide digital easement drawing signed by registered surveyor
 - Provide recorded warranty deed of property

6 steps to apply for a large meter installation permit. **CONTRACT WATER**

The order of steps for permitting any large meter.

6. Apply for a JOB number
7. Submit Easement Documents for approval
8. Submit Bonds for WNS permit number
9. Pay for permit
10. Receive permit Work order
11. Meter Testing, Calibration, and Inspection

Taps and meters requirement for applying for a contract water meter 3in or larger

- Fill out the Large Job Application and Informal Contract agreement *see attached* - on the application provide the following:
 - ILMS number listed on the bottom of the cover sheet of your plan and profile.
 - Provide the 5-digit drawing number listed on the bottom of the cover sheet of your plan and profile.
 - Provide the Harris Country Appraisal district tax id number.
 - Provide the description of the meter that you are installing for example: *INSTALL new 6in Electromagnetic meter.*
 - Provide the Contract water account number.
 - Provide the utility contractor's (plumbing company) contact information – provide master plumbers license number
 - Provide the General Contractor contact information
 - Provide the property owner/ account owner contact information
 - Provide the applicants contact information in the agent section
- Fill out the Commercial application - *see attached*
- Provide Recorded Warranty Deed
- Provide IRS Tax Document such as an SS-4 letter
- Provide Contract Water Contract
- Provide contract water account number
- Provide Approved Plan and Profiles Approved by the Office of City Engineer
- Provide Meter Easement Documents to be recorded – *See attached easement instructions*
- Provide Maintenance bond and Surface Restoration bond – must be provided by the utility contractor installing the meter.

6 easy steps to apply for a large meter permit for COH departments.

The order of steps for permitting any large meter permit.

1. Submit Large meter permit application documents and required approved plans Receive a job number
2. Submit Easement Documents for approval
3. Submit Bonds for WNS permit number
4. Pay for permit
5. Receive permit Work order
6. Meter Testing, Calibration, and Inspection

Application Requirement for applying for a Large Meter for COH government

- **Fill out the Large Job Application and Informal Contract agreement *see attached* - on the application provide the following:**
 - Provide COH ILMS number of the approved building Site plan or Utility site plan approved by code enforcement
 - Provide the Service address.
 - Provide the 5-digit drawing number listed on the cover sheet of your plan and profile.
 - Your approved public Plan & Profile must match your approved private Utility Site Plan
 - Provide the Harris Country Appraisal district tax id number.
 - Provide the description of the meter that you are installing for example: *INSTALL new 6in Fire rated turbine meter*
 - No account number is required if you are NOT aware of any existing water meter accounts associated with your site
 - Provide the utility contractor's (plumbing company) contact information – provide master plumbers license number
 - Provide the General Contractor contact information
 - Provide the property owner/ account owner contact information
 - Provide the applicants contact information in the agent section
- **Provide Wastewater - WCR Letter**
- **Provide Plan and Profiles Approved by the Office of City Engineers - *plans must show the new meter location***
- **Provide Utility Site Plan Approved by the Utility Analyst department - *plans must show the new meter location and must match your approved Plan & Profile***
- **Provide COH Fund Letter – *Required if meter is to serve a City facility and the account will be set up under City of Houston***
- **If you are connecting to a Main on a TXDOT ROW you must first have a TXDOT UIR permit before applying for a meter with the City of Houston. *Ask for more information about TXDOT permits***
- **Provide the Commercial / Multi-family Service Application**
- **Provide Maintenance bond and Surface Restoration bond**
 - Provided by the utility contractor installing the METER
 - Provide the description of the meter that you are installing for example: *INSTALL new 6in Fire rated turbine meter*
 - Provide the service address to the property
 - Provide the Job Cost per bond fee schedule
- **Provide Meter Easement Documents**
 - Provide the Metes and bonds
 - Provide digital easement drawing signed by registered surveyor
 - Provide recorded warranty deed of property

4 easy steps to apply for a large meter REMOVAL (CPA) permit

The order of steps for permitting any large meter.

1. Submit Large Job Application, Apply for a JOB number
2. Submit Bonds for WNS permit number
3. Pay for permit
4. Receive permit Work order

Taps and meters requirement for applying for a Removal of a water meter 3in or larger

- Fill out the Large Job Application and Informal Contract agreement *see attached* - on the application provide the following:
 - ILMS number - N/A
 - Provide the 5-digit drawing number – N/A
 - Provide the Harris County Appraisal district tax id number.
 - Provide the description of the meter that you are installing for example: *CPA existing 10in Electromagnetic meter.*
 - Provide the existing contract water account number.
 - Provide the utility contractor's (plumbing company) contact information – provide master plumbers license number
 - Provide the General Contractor contact information
 - Provide the property owner/ This will be the current name on the water account
 - Provide the applicants contact information in the agent section
- Provide Maintenance bond and Surface Restoration bond – must be provided by the utility contractor installing the meter. The maintenance bond amount is 100% of the job cost. The Surface Restoration bond is 4% of the job cost.

4 easy steps for a large METER REMOVAL (CPA) (CONTRACT WATER METERS)

The order of steps for permitting any large meter.

1. Submit Large Job Application, Apply for a JOB number
2. Submit Bonds for WNS permit number
3. Pay for permit
4. Receive permit Work order

Taps and meters requirement for applying for a Removal of a water meter 3in or larger

- Fill out the Large Job Application and Informal Contract agreement *see attached* - on the application provide the following:
 - ILMS number - N/A
 - Provide the 5-digit plan and profile drawing number. Drawings must be approved by OCE
 - Provide the Harris County Appraisal district tax id number on the job application.
 - Provide the Service Address on the job application.
 - Provide the description of the meter that you are removing for example: *CPA existing 10in Electromagnetic meter.*
 - Provide the existing contract water account number and meter number on the job application.
 - Provide the utility contractor's (plumbing company) contact information – provide master plumbers license number
 - Provide the General Contractor contact information
 - Provide the property owner/ This will be the current name on the water account
 - Provide the applicants contact information in the agent section
- Provide a Maintenance bond and Surface Restoration bond – must be provided by the utility contractor removing the meter. The maintenance bond amount is 100% of the job cost. The Surface Restoration bond is 4% of the job cost.

TXDOT UIR

Before applying for a UIR permit please note that a Water Meter Easement must be recorded FOR EACH METER. The meter cannot sit in TXDOT's Right-of-Way. It must be located inside a Water Meter Easement on the private side contiguous with right of way.

See instructions for meter easement approval. Water and Sewer permit requirements are different depending on the size of your meter or type of sewer permit.

Please See Below!!

To apply for a TxDOT permit. TxDOT requires the following:

1. Plan and profile of water or sewer connections. Must be drawn to scale and clearly show the right-of-way, distance from the utility line to the edge of pavement, and any existing utility lines (water, sewer, storm, etc.) and the horizontal and vertical distances. This **does not** need to be a signed and sealed drawing by an engineer. A sketch will be fine.
2. Traffic Control Plan, if requested by TXDOT
3. Proposed Construction Schedule (Beginning and Finishing dates).
4. Provide a brief description of the type of work to be done.
5. A map of the area.

<https://www.houstonpermittingcenter.org/infrastructure-development-services/taps-meters#agency-links-1406>

Scroll to the bottom of the page and click "TxDot Permit Application Form". Complete the application and email the application and the plans to TapTechs@houstontx.gov. The link to the TxDOT application above is used for water and sewer requests only and each request should have its own application.

The project information will be submitted to TxDOT and we will notify you when TxDOT sends updates. We, Utility Analysis, act as a liaison between the customer and TxDOT. This means we upload the information provided to us to TxDOT's online permit system, the UIR. If TxDOT has any comments, we notify the customer, wait for the customer's response, and update the application in the UIR system based on the information provided to us by the customer.

Please note, we do not control TxDOT's response time. We will do our part to submit the information provided to us as quickly as possible and will update the customer as we receive updates from TxDOT.

Easement Document Requirements

Submit your required easement documents with your meter application. Choose one of the options below.

If the applicant is a State or Federal institution and believe that a meter easement is not applicable, provide an approved City of Houston Variance letter from the Office of City Engineers stating that a meter easement will not be required for your project. Contact 832-394-9163

Water meter easement delivery coordination contact CSR Supervisor at: crystal.speights@houstontx.gov or (832) 394-8991 (Original easement documents can be delivered in person upon request to Taps and Meters department Attn: Crystal Speights.)

Option A:

1. 584 Form – original signatures and notarized by **property owner**
2. Recorded Deed by **property owner**
3. Easement Survey Exhibit signed by **registered surveyor**
4. Metes and Bounds signed by **registered surveyor**

Option B:

1. Provide recorded plat indicating meter easement with Harris County File Number – must have County Clerk's signature and seal
2. An electronic copy will be required
3. Plat record number must be on the approved Plan and profile drawings

Option C:

1. Location in Public R.O.W.
2. Requires prior approval by Chief Inspector Victor Vincent (832)395-5204
3. Easement Survey Exhibit signed by **registered surveyor**
4. Metes and Bounds signed by **registered surveyor**

Option D:

1. If meter easement is located City of Houston property
2. Easement Survey Exhibit signed by **registered surveyor**
3. Metes and Bounds signed by **registered surveyor**

Water Meter Easement Schedule

5/8" to 2" Meters	Minimum 5'x5' Easement
3" to 6" Meters	Minimum 10'x20' Easement
8" or larger	Minimum 15'x25' Easement

NOTE: Easement document are delivered to City of Houston Survey, Real Estate, and Legal Departments for approval and recording. Easement variances from the I.D.M. standards are provided by The Office of City Engineer.

Customers with approved plan and profiles and approved utility plans can submit meter applications and easement documents together. The easement recording process for large meters will run simultaneously while the meter permit is processed. The maintenance and surface restoration bonds must be submitted in order to process the meter permit.

This will reduce the meter permit wait time.

1. While completing the meter application process, a hold will be placed on the building project until the meter easement is approved.
2. Meter easements located in basements will not be eligible for the accelerated application process. The easement must be approved before receiving a permit work order.

Bond Requirements

- Bonds do not require a Job number
- Bonds should be submitted up front along with the easement and application documents.
- Provide correct service address in the project description portion of the bond.
- Provide Meter type and size must be correctly listed in the project description.
- Bond information must be typed. No handwritten information except for signatures.
- Handwritten corrections on bond will not be accepted. – Provide bond rider or a new bond.
- Photographs of bond cannot be accepted.
- Bonds are to be scanned clearly and in full color and provided in Adobe PDF format.
- All signature blocks must be signed and sealed.
- Signatures must be original and less than 365 days old
- Bond amount must be correct according to the bond fee schedule.
- Power of Attorney for bonding agent must be included.
- Attach bonds to the Large meter application via online application portal

Bond Fee Schedule

Tap Size	Meter Size	Short Tap		Long Tap	
		Maintenance	Surface Restoration	Maintenance	Surface Restoration
4"	3"	\$3,470.00	\$138.80	\$4,620.00	\$184.80
4"	4"	\$4,840.00	\$193.60	\$5,460.00	\$218.40
6"	6"	\$7,340.00	\$293.60	\$8,200.00	\$328.00
8"	8"	\$10,720.00	\$428.80	\$11,090.00	\$443.60
12"	10"	\$13,480.00	\$539.20	\$15,040.00	\$601.60

Easement Schedule

3" to 6" Meters	Minimum 10ft x 20ft Easement
8" or Larger	Minimum 15ft x 25ft easement

Bond Example

City of Houston Houston Public Works ONE YEAR MAINTENANCE BOND Informal Contract	
COH Job No. _____ Bond No. _____	
THE STATE OF TEXAS COUNTY OF HARRIS	KNOW ALL MEN BY THESE PRESENTS:
<p>THAT WE, _____ as principal, hereinafter called "Contractor" and the other subscriber hereto as Surety, do hereby acknowledge ourselves to be held and firmly bound to the City of Houston, a municipal corporation in the sum of _____ for the payment of which sum, well and truly to be made to the City of Houston, and its successor, the said Contractor and Surety do bind themselves, their successors and assigns, jointly and severally.</p> <p>THE CONDITIONS OF THIS OBLIGATION ARE SUCH THAT:</p> <p>WHEREAS, the said Contractor has on or about this day executed a contract in writing with the City of Houston, Texas, for _____</p> <p>all of such work to be done as set out in full in said contract and plans and specifications therein referred to and adopted by the City Council.</p> <p>NOW, THEREFORE, if the said Contractor shall repair, replace and restore any and all defects in or damages to, said construction or other work discovered within one (1) year from and after the date that the Director of Houston Public Works or his designee in writing, determines, in a written notice to the Contractor, to be the date upon which the project is both substantially complete and available for the full and beneficial occupancy or use of the City, as such terms are defined in said contract, or, if no such determination is requested by the Contractor, the date the project is officially accepted by the City Council, which defects or damages result from, arise out of, or relate to defects in materials furnished by, or workmanship of the Contractor in connection with said contract, then this obligation shall become null and void, and shall be of no further force and effect; otherwise, the same is to remain in full force and effect.</p>	

City of Houston Houston Public Works ONE YEAR MAINTENANCE BOND Page 2	
COH Job No. _____ Bond No. _____	
<p>IN TESTIMONY WHEREOF, the said Principal and Surety have signed and sealed this instrument on respective dates written below their signatures:</p>	
ATTEST / SEAL (of a Corporation): _____	
WITNESS (if not a corporation): _____	
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____
ATTEST / WITNESS: (SEAL)	Full Name of Surety _____
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____
REVIEWED:	THE FOREGOING BOND IS ACCEPTED ON BEHALF OF THE CITY OF HOUSTON, TEXAS
Signature: _____	Date: _____
Infrastructure & Development Services Management Only	