



CITY OF HOUSTON

Houston Public Works

Contractor Account Services
P.O. Box 4863
Houston, Texas 77210-4863
www.Houstontx.gov

TRANSIENT METER APPLICATION FOR **COH/HPW** PROJECTS ONLY

Sponsoring Service Line _____ Project Manager _____
Project Number _____

Transient Meter applications for City of Houston projects can be submitted to Taps and Meters at the Houston Permitting Center located at 1002 Washington Ave., Houston, TX 77002 – 3rd Floor. Transient Meters will be delivered to the specified job site by appointment two business days after the application is accepted and the required deposit is paid and posted to the account. To schedule an appointment for delivery, please call the City of Houston Transient Water Meter Section at (832) 395-6285 between 7:30 am to 3:30 pm, Monday through Friday. For any inquiries, please email contract.water@houstontx.gov.

PLEASE PROVIDE THE FOLLOWING REQUIREMENTS

1. An original letter on the company's letter head requesting a transient meter. The letter should state the purpose of the meter, size requested, service address, billing address, valid company tax ID number, the company representative's name, phone number, e-mail and driver's license. The representative must be present and their information must match that provided in the letter. *Please be advised that the Representative is accepting responsibility on the Contractor's behalf for the terms of the Rental Agreement and any unauthorized use of the transient meter.*

2. The following deposits are required:

1 INCH - \$500.00	2 INCHES - \$1,000.00	3 INCHES - \$1,500.00
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- a. ONLY CASH, CASHIER'S CHECK OR MONEY ORDER IS ACCEPTED.
- b. A \$28.50 Administration Fee will be applied for cancellation requests for transient meters.

3. The applicant shall be required to have an approved Backflow Prevention Device for each transient meter to be placed. The current tester list is kept at <http://edocs.publicworks.houstontx.gov/division-files/public-utilities-division/crossconnection-control/1393-tester-list.html>

4. The applicant shall provide the following information:

Backflow Prevention Type: <input type="checkbox"/> RPZ <input type="checkbox"/> Air Gap		Mount Method: <input type="checkbox"/> Stationary <input type="checkbox"/> Truck	
RPZ Make/Model:	Serial#	Size:	Cert. Test Date:
Key Map:	Service Address:		

5. Upon installation of the Backflow Prevention device, please provide the following:
 - a. Mail the original Backflow Prevention Assembly Certified Test Report complete by a Tester from the City of Houston Certified Tester List to: City of Houston Water Production Section, 7000 Ardmore, Houston, TX 77054 – ATTN: Tom Nguyen. The test is to be done within a 7 – day period prior to the application.
 - b. Mail or fax a copy of this report to the City of Houston Transient Water Meter Section, 4200 Leeland, Houston, TX 77023. Fax number (713) 371-1294.

Monthly meter reading forms will be mailed to your company. Your representative must read the meter on the 11th of the month and record the reading on this form. Meter readings must be received in our office by the 16th of each month. Readings may be called in to our office at (832) 395-6285, faxed to (713) 371-1294, e-mailed to: contract.water@houstontx.gov or mailed to: City of Houston Transient Meter Section, 4200 Leeland, Houston, TX 77023.

Billings will be estimated using the highest average of similar contractors if reading are not received on or before the 16th of each month.

CITY OF HOUSTON

TRANSIENT METER RENTAL AGREEMENT FOR COH/HPW PROJECTS ONLY

Contractors who require the use of a transient meter must complete an application and rental agreement at the Taps and Meters section of the Houston Permitting Center located at 1002 Washington Ave., Houston, TX 77002 – 3rd Floor.

A Transient Meter Application for COH/HPW Projects must be completed and submitted with this agreement. All requirements and information contained within that document are made a part of this rental agreement. The agreement shall be valid for twelve (12) months from the date signed. Contractors who want to continue use of the transient meter after the expiration date must reapply on or before the expiration date of this agreement. The City shall retain title to the meter and all parts it supplies to the Contractor.

Contractors must pay a deposit for each meter rented, to secure the City of Houston against any loss or damage. If the contractor fails to return the transient water meter or renew the rental agreement on or before the expiration date, the entire amount of the contractor's deposit will be forfeited.

The deposit shall be refunded back to the contractor after the transient meter is returned to the City. Deductions may apply for unpaid charges, missing parts, tampering, or damages to the City property. **Therefore, the contractor shall not bill the City for deposit charge or any deductions made from it.** The Contractor shall not bill the City for any charges related to the water usage, fees, or other incidental costs associated with the meter.

All transient meter and appurtenances shall be installed by authorized City of Houston personnel and shall be made available for reading and inspection during normal business hours of the City of Houston. Contractors must contact the City of Houston Transient Water Meter Section in order to schedule an appointment for installation of the transient meter. Appointments may be scheduled between the hours of 7:30 am – 3:30 pm, Monday through Friday, except holidays. Your company representative must be present during the installation of the meter. The Contractor must provide a Backflow Preventer or an Air-Gap to a tank storage facility. A certificate of calibration for the Backflow Preventer shall be provided before City of Houston personnel can install the transient meter.

Truck mounted transient meters shall be installed at the City of Houston Meter Shop located at 2700 Dalton St, Houston, Texas 77017. Contractors must schedule an appointment and bring the vehicle to the City of Houston Meter Shop for installation. The contractor is solely responsible for any modifications needed to mount and secure the meter.

In the event that the contractor desires to have a non-truck mounted transient meter relocated after installation, it shall be the duty of the contractor to request the authorized City of Houston Transient Water Meter personnel to relocate the meter. A nominal fee from the City Fee Schedule applies to the relocation. The entire amount of the contractor's deposit will be forfeited if any non-truck mounted transient meter is moved from its original location by anyone other than the City of Houston Transient Water Meter personnel and the contractors will be required to make an additional deposit if they wish to continue using the transient meter. Otherwise the rental agreement will be cancelled and the contractor will be required to return the transient meter to the City of Houston Meter Shop.

Name of Company:	Phone:
Billing Address:	Fax:
Name of Responsible Party:	
E-mail of Responsible Party:	
I am familiar with all the facts stated in this document and they are true and correct. Making false statements on this government record is subject to criminal prosecution under Chapter 37 of the Texas Penal Code. I certify that this application contains no false statements.	
Signature of Representative:	Date:

City of Houston Ordinance and Plumbing Code Requirements For Water Usage From the Fire Hydrant

This summary information is provided as a courtesy. Should there be any inadvertent error, the City of Houston Code of Ordinances, Plumbing Codes, and the Rental Agreement shall control, except in the case of updates to contact information and URLs.

As per City of Houston Code of Ordinances 47-22, 47-23 & 47-30 and City of Houston Plumbing Code, no person shall make or allow a connection to exist with the public fire hydrants within the corporate limits of City of Houston or area served by the city of Houston unless authorized by the department, on a temporary service for construction purposes and there is a City of Houston issued Transient Meter provided at the hookup.

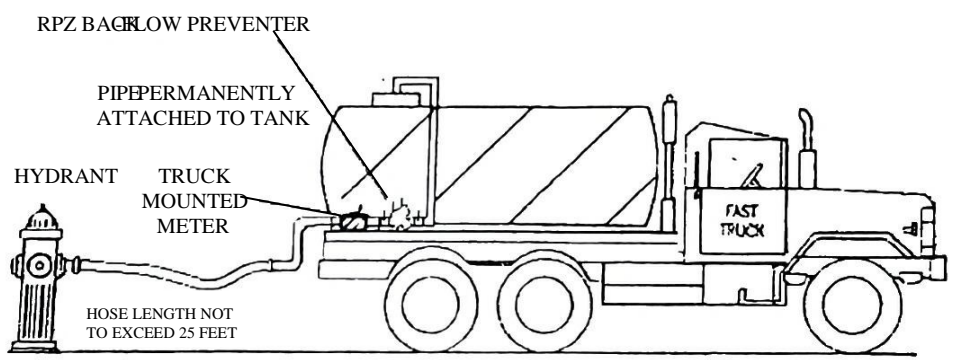
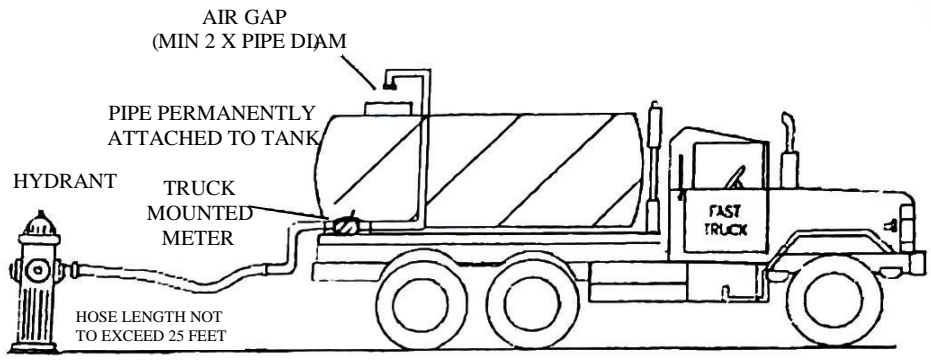
An "Air Gap" before the portable water tank or an approved Reduced Pressure Zone Backflow Prevention Assembly shall be used at each Transient Meter hookup. An approved "Air Gap" shall be at least two times the diameter of the supply pipe measure vertically above the top of the overflow rim of the vessel. In no case shall the air gap be less than one (1) inch.

The Backflow Prevention Device shall be tested within seven (7) days prior to the installation, and annually thereafter. No factory testing is accepted. The original copy of the test report done by a City of Houston Registered Backflow Tester must be submitted to: Meter Shop, 2700 Dalton St, Houston, TX 77017 upon picking up the Transient Meter.

Any questions regarding the Backflow Prevention Device, City Contractor Tester List & Cross Connection Control Program shall be addressed to the Water Quality & Cross Connection Control Group at 7000 Ardmore, Houston, TX 77054, Phone (832) 395-3800.

The latest copy of the City Contractor Tester List can be downloaded from the City of Houston's Website: <https://edocs.publicworks.houstontx.gov/division-files/public-utilities-division/cross-connection-control/1393-tester-list.html>

Pursuant to the City of Houston Plumbing Code, Section 102, violation of the above or any provision of this code shall continue a misdemeanor punishable upon conviction by a fine not less than \$250.00 and not more than \$2,000.00.



CITY OF HOUSTON

DEPARTMENT OF PUBLIC WORKS AND ENGINEERING
ENGINEERING, CONSTRUCTION AND REAL ESTATE
GROUP

**PROPER METHODS
OF FILLING PORTABLE
WATER TANK SYSTEMS**

APPROVED BY:

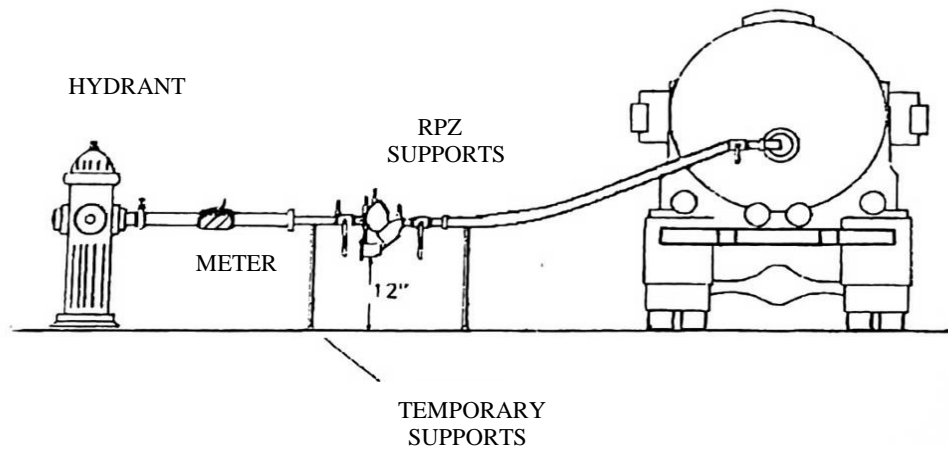
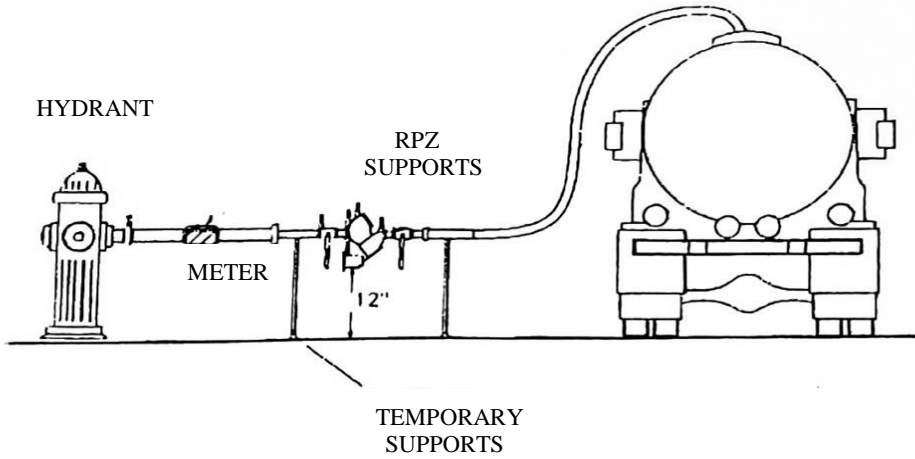
CITY ENGINEER

APPROVED BY:

DIRECTOR OF PUBLIC WORKS

SCALE:
NONE

DATE: 1/1/2017



CITY OF HOUSTON
 DEPARTMENT OF PUBLIC WORKS AND ENGINEERING
 ENGINEERING, CONSTRUCTION AND REAL ESTATE
 GROUP

**PROPER METHODS
 OF FILLING PORTABLE
 WATER TANK SYSTEMS**

APPROVED BY:

 CITY ENGINEER

APPROVED BY:

 DIRECTOR OF PUBLIC WORKS

SCALE:
 NONE

DATE: 1/1/2017