

CHECKLIST FOR IRRIGATION METER PERMIT

Initial Submittal

- Building & Zoning application (if applicable)
- Address, Parcel, Owner (APO) information
- Bill to information
- Right of Way Permit; ODOT (requires plan submittal and approval from ODOT separately before issuing) or BCEO (if applicable)
- Butler County Health Department backflow/plumbing permit application for the specified service.
- Any other applicable applications needed, i.e.; Health Dept., BCEO, etc...

Plan Submittal

- Three (3) copies of the site utility plans showing all connections from the public water main to the irrigation system, including location of service line, the meter pit size and the size of meter, and the backflow device.
- Five (5) sets of construction plans including details and profiles for ODOT submittal (if applicable).

*Please visit <http://des.butlercountyohio.org/html/contractors/Fees.cfm> for info regarding Water Capacity Fees and Water Meter Fees, or to print a copy of the ERU Letter for your project.

*Please visit <http://des.butlercountyohio.org/html/contractors/StandardSpecifications.cfm> for the current BCDES Standard Specifications and Details.

*If a water main extension is required, the project(s) must be completed and approved for connections by BCDES before the permit to connect can be issued or any taps or service lines can be started. This is a different process; please visit <http://des.butlercountyohio.org/html/contractors/documents/ChecklistforMainExtensions.pdf>.

*Fees for the irrigation meter are to be determined by the owner/applicant. The options for permit fees for the irrigation meter application are:

1. The owner/applicant will opt to pay for the permit fees waiving any initial upfront ERU cost for capacity and pay only for the meter fee requested for the application. All consumption is to be billed at 200% of normal billing rates per 1,000 gallons used, or;
2. The owner/applicant will opt to pay for the permit fees including the initial upfront ERU cost for capacity and pay for a maximum of 1 ERU water capacity and the meter fee. The first 12,000 gallons of consumption is to be billed at standard billing rates; peaking will occur after this amount.

*Once all plans are approved and all documents have been received along with any water main extensions being approved, the fees can be paid and the permit application can be issued.

*Please remember to contact the BCDES Engineering office at (513)887-3066 option 4 to schedule any applicable water tap inspections and/or meter sets. If the backflow device serial number is not already on record with BCDES, please have this ready at/before scheduling the meter as it is required.