



New Water Meter or Upsize Existing Water Meter Procedure:

City Department	Process	*Fees
Engineering Services	<p>1. For a new meter in the County: The County of San Diego will provide you with an Agency clearance letter. You will provide this and plans showing the proposed location and meter size. You will need to provide this Agency Clearance letter to the Utilities Engineering Division**. You may contact them at 760-839-6290.</p> <p>For meter upsize/downsize: Draft or draw the proposed water meter change onto the record drawing of the water main and submit the drawing to Engineering Services by creating an application in the online permit portal and uploading via Projectdox.</p> <p>New water meter installations in the City: Submit a PDF of a plan to Engineering Services for City review and approval showing the proposed water meter and service connection location per Escondido Design Standards W-1-E or W-2-E (found on the city’s website). This is typically done by taking a copy of the record drawing*** for the existing water main and drawing/drafting the proposed water meter and water service onto the record drawing. Include the water meter and water service size and backflow if required. Existing utilities in the road will need to be called out and a minimum of 1-foot vertical clearance will need to be met at all utility crossings. Water must be above sewer.</p> <p>Utilities Engineering approval is needed prior to paying fees.</p> <p>Please note: If you need a new water meter for a new ADU, please reference your Engineering case within the ADU Building Permit review to speed up Engineering’s review.</p>	

Building	<p>2. Submit a water meter permit to the Building Department.</p> <p>3. Pay Connection fees.</p> <p>4. All demo plans need an encroachment permit for water service.</p>	<p>Permit fee; Water Connection fee;</p>
Utility Billing	<p>5. After approval of Building permit, Utility Billing shall:</p> <p>a) Collect Water Authority Fee and purchase of meter if applicant's Contractor will be doing the work. An encroachment permit is required.</p> <p style="text-align: center;">or</p> <p>b) Collect for Water authority and City would do the installation from the main to the meter box. Obtain a water meter installation order through Utility Billing.</p>	<p>SDCWA and</p> <p>Meter Box;</p> <p>Or</p> <p>Installation fees & meter</p>
Field Engineering	<p>6. Encroachment Permit for water meter, upsizing/downsizing of existing water meter, and removal of existing water meters.</p> <p>Note: City of Escondido Water Distribution Division staff are required to be present during the water meter/service installation.</p>	<p>Encroachment Permit Fee; Water shut down fee; Cash dep if required and sidewalk replacement</p>

*See City's Fee Schedule for current fees

** Utilities Engineering is NOT located at the Escondido City Hall. Please refrain from visiting city hall as no staff there is authorized to sign this clearance letter.

*** To acquire the record drawing of a sewer main or other public utilities, please visit the city's website at escondido.gov > How do I > Request > [City Record Drawing](#).

Updated 9/16/2024