WATER METER & SEWER CONNECTION PROCESS
COMMUNITY DEVELOPMENT DEPARTMENT
1400 Highland Avenue, Manhattan Beach, CA 90266-4795
Telephone (310) 802-5500 FAX (310) 802-5501 TDD (310) 546-3501

- When is a water meter & sewer connection form needed? Anytime a residential remodel, addition, or new construction building permit includes water and/or sewer connections.
- Who completes the form? The form could be completed by a homeowner, but should be completed by the General Contractor or Plumber.
- What if I don’t know the information? The information can be found by reviewing the plans and talking with your Contractor or Plumber. You will need to have the form completed and submitted in order to pull the building permit. You can verify existing water meter size by calling Utilities at (310) 802-5558, select Option 1.
- What if the information is incorrect? The City takes no responsibility for the accuracy and completeness of the form as filled out by the applicant. The size of water meter and street piping is subject to change reflecting actual job site conditions. Existing water meter sizing is subject to review and invoicing if incorrect.
- When is the form submitted? Submit the form once your plans have been approved by the City. The form is processed with the primary building permit.

Use this flowchart as a guide to help you through the water meter and sewer process. The process may vary and is subject to change based on project.

1. COMPLETE THE BUILDING PLAN REVIEW PROCESS
   ONCE YOU RECEIVE PLAN APPROVAL, COMPLETE THIS FORM AND SUBMIT TO BUILDING DIVISION FOR REVIEW

2. SCHEDULE AN APPOINTMENT WITH A PERMIT TECH
   PERMIT TECH WILL REVIEW PAPERWORK AND WORK WITH YOU TO PREPARE PROJECT FOR ISSUANCE

3. PULL YOUR PERMITS AND GET STARTED!
   FINANCE WILL REVIEW EXISTING WATER METER SIZE AND COLLECT FEES. PERMIT TECH WILL ISSUE PERMITS

4. SCHEDULE BUILDING AND PUBLIC WORKS INSPECTIONS
   THESE INSPECTIONS HAPPEN DURING CONSTRUCTION PROCESS

   BUILDING INSPECTIONS
   SCHEDULED BY CALLING (310) 802-5542
   - CODE 165/170: ROUGH PLUMBING
     INSPECTOR VERIFIES ACTUAL FIXTURE CONNECTIONS MATCH FORM
   - CODE 410: WATER/CODE 420: SEWER
     INSPECTOR VERIFIES ACTUAL WATER CALCS MATCH FORM
   - CODE 530: FINAL PLUMBING
     INSPECTOR VERIFIES COMPLETION

   PUBLIC WORKS INSPECTIONS
   SCHEDULED BY CALLING (310) 802-5326 or (310) 802-5304
   - INSPECTIONS THAT CAN HAPPEN TOGETHER:
     - ABANDONMENT VERIFIED AT ORIGINAL CONNECTION
     - OLD METER PICKED UP BY WATER DEPT.
     - NEW METER/PARTS & BOX DELIVERED BY WATER DEPT.
     - SEWER CONNECTION VERIFIED
   - WATER METER CHECK
     WATER DEPT GATHERS INFORMATION FROM OLD AND NEW METERS, VERIFIES COMPANY PERFORMING WORK, AND VERIFIES METER LOCATION/DESCRIPTION
   - FINAL INSPECTION
     PUBLIC WORKS INSPECTOR RETURNS IN 1-2 DAYS TO VERIFY METER INSTALLED PROPERLY

METER MUST BE KEPT ACCESSIBLE AND CLEAR OF DEBRIS AT ALL TIMES!