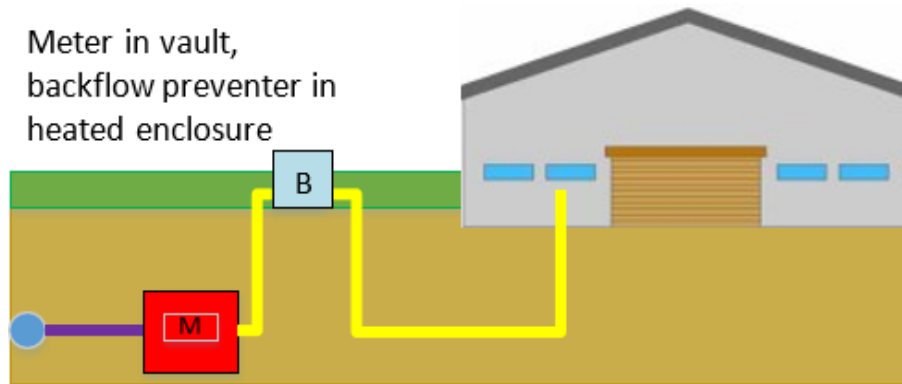


### New Domestic Water Service Checklist

The following applies when the domestic water meter is installed outside of the main structure in a meter vault, a heated enclosure or a meter building.



- ☐ Customer/Contractor submits Water Service Plan to Division of Water Distribution Engineering.
- ☐ Once Water Service Plan is approved customer/contractor needs to contact Utility Permits Office to pay capacity and applicable inspection fees.  
Utility Permits Office  
111 N. Front St.  
Columbus, OH 43215  
(614) 645-7330
- ☐ After fees have been paid customer/contractor can purchase 1.5" and smaller water meter settings from Utility Permits Office. 2" and larger water meters can be picked up at Utility Metering Services.  
Commercial Metering Group  
3568 Indianola Ave  
Columbus, OH 43214  
(614) 645-8119
- ☐ Customer/contractor shall call Utility Permits Office at (614) 645-7330 for inspections of all work before the water meter(s). This includes tap inspections/abandonments, underground pipe and backings, and hydrostatic test of domestic and fire services from the city mainline to the inlet side of the meter setting.
- ☐ Customer/contractor shall call the Department of Building and Zoning, plumbing inspection at (614) 645-8355 for inspections of all underground work after the meter setting, within the City of Columbus. This includes underground pipe and backings, hydrostatic test of domestic service, and flush.
- ☐ Customer/contractor shall call the Backflow Compliance Office at (614) 645-6674 for inspections of the backflow preventer and heated enclosure.
- ☐ Customer/contractor shall email copies of backflow prevention test reports and low pressure sustaining device test reports to Backflow Compliance Office at [backflow@columbus.gov](mailto:backflow@columbus.gov). The email shall include a copy of the test report(s), the water service address, and the Water Service Plan Number.
- ☐ Once the Backflow Compliance Office has the device information and the test results have been submitted through the TOKAY online portal, the customer/contractor can call the Commercial Metering Group at (614) 645-8119 to have 1.5" and smaller meter(s) installed as well as an inspection of 2" and larger meter setting(s) and to have meter tested. Commercial Metering Group will sign Building Card once all work is complete.