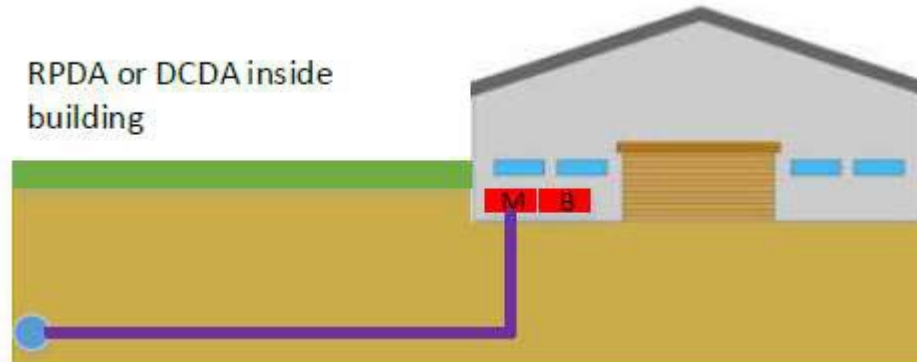


New Fire Service Checklist

The following applies when the fire water meter is installed inside the building and there is no underground water piping after the meter(s).



- ☐ 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 needs to purchase approved RPDA (ASSE 1047) or DCDA (ASSE 1048) as detailed on plans. The fire meter shall be equipped with an Itron compatible 100W endpoint that measures in cubic feet.
- ☐ 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.
- ☐ 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. 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.
Commercial Metering Group
3568 Indianola Ave
Columbus, OH 43214
(614) 645-8119