Why complete this form?
The Portland Water Bureau uses this form to determine size of meter, installation fees, and meter location. Please complete the entire form.

Who should use this form?
New or existing customers, including applicants adding plumbing, building an accessory dwelling unit or a new home.

What do I do with the completed form?
Email it to: devrev@portlandoregon.gov
Mail it or hand deliver to:
Portland Water Bureau Development Services 1900 SW 4th Ave, Ste 4800 Portland, OR 97201
Hand deliveries accepted in the first floor, Development Services Center, during normal business hours only. For hours of operation call 503-823-7310, option 1

Questions?
Portland Water Bureau Development Services Phone 503-823-7368

Sewer Connection Questions:
Bureau of Environmental Services Sewer Hotline Phone 503-823-7761

Complete the Water Meter Sizing Worksheet on page 2

All applications must include a scalable site utility plan. The site plan must show the proposed meter location, any existing water meters, and all utilities, street trees, and other features in the right-of-way.

The applicant is responsible for ensuring the proposed service installation location conforms with the requirements of Title 21 and Title 22, and all OAR separation requirements.

Scheduling Installation - once permit is issued and fees paid, please call our Scheduling group at 503-823-1526 to schedule installation of services.
How do I know my water meter is the right size?
You’ll want a water meter and service branch that adequately serves your household water needs. The Portland Water Bureau uses American Water Works Association and Uniform Plumbing Code guidelines to establish meter size.

How to compute values
Column A describes fixture types.
Column B
Enter the number of fixtures in single family dwelling or housing unit 1.
Column C
If a duplex or ADU, enter the number of fixtures in the second housing unit. ADU fixtures must be entered separately in this column.
Column D
Add columns B and C. Enter the sum in this column.
Column E
Contains the fixture value. This value is based on the volume capacity of typical plumbing fixtures.
Column F
Multiply Column D (sum) times the values in Column E (D x E).

Enter the results for each fixture in Column F.
Add numbers in Column F to determine Grand Total Fixture Value (GTF Value).
Refer to the chart for meter size and costs.
*If your structure requires a fire sprinkler system, it may trigger an additional review for proper meter size.

The applicant is responsible for identifying the location for proposed service installation; the applicant is responsible for ensuring the proposed service installation location conforms with the requirements of Title 21, Water and Title 11, Trees.