



# Water Service Application

## 1" or smaller meter

# W-3

**Why complete this form?**

The Portland Water Bureau uses this form to determine size of meter, installation fees, and meter location. Complete details help expedite your request for water service permit and service installation.

**Who should use this form?**

New or existing customers, including applicants upgrading plumbing, or building an accessory dwelling unit or new home.

**What do I do with the completed form?**

**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

**Email it to:**

devrev@portlandoregon.gov

**Questions?**

Portland Water Bureau  
Development Services  
Phone 503-823-7368

**Sewer Connection Questions**

Bureau of Environmental  
Services Sewer Hotline  
Phone 503-823-7761

|              |                        |
|--------------|------------------------|
| Today's date | Building Permit Number |
|--------------|------------------------|

**Service Installation Information**

|  |   |  |
|--|---|--|
| Site Address   |   |  |
| Applicant Name   |   | Daytime Telephone Number                                 |
| Multnomah County legal number<br><b>R</b>  | Legal description (lot & block)   |  |
| Dwelling Type (check all that apply)   | <input type="checkbox"/> Single-family <input type="checkbox"/> Rowhouse<br><input type="checkbox"/> Duplex <input type="checkbox"/> Townhouse <input type="checkbox"/> Accessory Dwelling Unit (ADU) |  |
|  | If a duplex, townhouse, or ADU, do you want individual meters? <input type="checkbox"/> Yes <input type="checkbox"/> No   |  |
| Does the lot currently have water service?   |   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is the service to be installed in a paved street?  |   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Will the service branch cross a stormwater facility – either a landscaped swale or concrete planter?                                       |   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Will you install a fire sprinkler system?  |   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, what are the flow needs (gallons per minute - GPM)?  |   | GPM _____  |
| Will the meter be installed in the driveway area? (Will not be installed in wings)   |   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is there a Public Works Improvement Project?   |   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If "No" and one is required at a later date you must notify Water Bureau Development Services, 503-823-7368 prior to service installation. |   | # _____  |

**Complete the Water Meter Sizing Worksheet on page 2**

All applications must include a scaleable site utility plan. The site plan must show the proposed meter location, any existing water meters and all utilities and street trees 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.

**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.

| <b>Water Meter Sizing Worksheet (Residential)</b>     |                        |  |                |                      |                            |                       |
|---|------------------------|--|----------------|----------------------|----------------------------|-----------------------|
| <b>Include existing and planned plumbing fixtures</b> |                        |  |                |                      |                            |                       |
| <b>A</b>  | <b>B</b>               | <b>C</b>                                   | <b>D</b>       | <b>E</b>             | <b>F</b>                   |                       |
| <b>Fixture Type</b>                                   | <b>Unit 1 Fixtures</b> | <b>If a Duplex or ADU, Unit 2 Fixtures</b> | <b>Add B+C</b> | <b>Fixture Value</b> | <b>Total Fixture Value</b> | <b>For Office Use</b> |
|   | Enter Qty              | Enter Qty                                  | Sum            |                      | D (sum) x E                |                       |
| Bathroom or Bar Sink                                  |                        |  |                | 1.0                  |                            |                       |
| Bathtub or Tub/Shower                                 |                        |  |                | 4.0                  |                            |                       |
| Clothes Washer  |                        |  |                | 4.0                  |                            |                       |
| Dishwasher  |                        |  |                | 1.5                  |                            |                       |
| Hose Bib, first                                       |                        |  |                | 2.5                  |                            |                       |
| Hose Bibs, each additional                            |                        |  |                | 1.0                  |                            |                       |
| Kitchen Sink  |                        |  |                | 1.5                  |                            |                       |
| Laundry or Service Sink                               |                        |  |                | 1.5                  |                            |                       |
| Shower, Standalone                                    |                        |  |                | 2.0                  |                            |                       |
| Toilet  |                        |  |                | 2.5                  |                            |                       |
| <b>Grand Total Fixture Value (GTF Value)</b>          |                        |  |                |                      |                            |                       |
| <b>Meter Size Required*</b>                           |                        |  |                |                      |                            |                       |

**Account information for utility billing purposes**

|                  |                        |
|------------------|------------------------|
| Name             | Building Permit Number |
| Billing Address  |                        |
| City, State, Zip |                        |

| <b>GTF Value, Meter Sizes &amp; Typical Water Service Permit Costs</b> |                   |                                  |                                 |              |
|--|-------------------|----------------------------------|---------------------------------|--------------|
| <b>July 1, 2018– June 30, 2019</b>                                     |                   |                                  |                                 |              |
| <b>GTF Value</b>   | <b>Meter Size</b> | <b>System Development Charge</b> | <b>Installation with Paving</b> | <b>Total</b> |
| 0 – 22   | 5/8"              | \$2,808                          | \$6,070                         | \$8,878      |
| 22.5 – 37  | 3/4"              | \$4,211                          |                                 | \$10,281     |
| 37.5 – 89  | 1"                | \$7,019                          |                                 | \$13,809     |