



Instructions for Completing Water Meter Sizing Worksheet (Commercial or Mixed Use)

W-4

Phone 503-823-7368 • Email devrev@portlandoregon.gov

The Water Meter Sizing Worksheet helps determine the water meter size needed for projects requiring new or upsized water services.

Who needs to complete this form?

Complete this form if you have new construction, alternations, or additions to commercial or mixed use that require a new or upsized water service that will connect to the public water system.

This worksheet must be completed if the applicant is planning to:

- Construct a new building
- Add or remove plumbing fixtures

Potential commercial building permit applicants may also complete this worksheet in preplanning or planning stages. If you are interested in Systems Development Charges related to such a project, please feel free to complete the worksheet and contact Portland Water Bureau's Development Services staff. Our staff can discuss water services and meter configurations that might meet your needs, and can answer questions related to the water service portion of building permits.

What kind of information does this worksheet request?

The Meter Sizing Worksheet is an inventory of the plumbing fixtures in your project. Each fixture is given a value based on typical water use. Follow the instructions to determine the water meter size that will provide optimum water flow throughout your site. You will calculate Total Fixture Unit Values and be able to match this value to the meter size.

Where do I send the worksheet?

Applicants for commercial building permits typically submit this form with the Systems Development Charge Form, Commercial Projects packet, available at Bureau of Development Services.

If you are researching a building permit application, you may contact Portland Water Bureau Development Services for preplanning and planning assistance with the worksheet.

Portland Water Bureau Development Services

Please feel free to call Development Services should you need assistance.

Phone 503-823-7368

Email devrev@portlandoregon.gov

Mailing address:

1120 SW 5th Avenue, Room 600
Portland, OR 97204-1926

Walk-in Assistance:

1900 SW 4th Avenue, 1st Floor DSC
For hours of operation call 503-823-7310, option 1



Water Meter Sizing Worksheet Commercial or Mixed Use

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Building Permit Number	Service Address
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(1) Type of Fixture	(2) Total Fixtures in New/Remodeled Structure	(3) Fixture Values	(4) Total Fixture Unit Value
Bar sink	_____	x 2.0 =	_____
Bathtub or Tub/Shower	_____	x 4.0 =	_____
Clinic Sink	_____	x 3.0 =	_____
Clothes Washer	_____	x 4.0 =	_____
Dishwasher	_____	x 1.5 =	_____
Drinking Fountain	_____	x 0.5 =	_____
Hose Bibb, 1 st one	_____	x 2.5 =	_____
Hose Bibb, each additional	_____	x 1.0 =	_____
Kitchen Sink	_____	x 1.5 =	_____
Laundry Sink	_____	x 1.5 =	_____
Lavatory Sink	_____	x 1.0 =	_____
Mop or Service Sink	_____	x 3.0 =	_____
Shower	_____	x 2.0 =	_____
Urinal, 1st one	_____	x 20.0 =	_____
Urinal, each additional	_____	x 15.0 =	_____
Water Closet	_____	x 2.5 =	_____
Water Closet, Flushometer Valve - 1st one	_____	x 40.0 =	_____
Water Closet, Flushometer - each additional	_____	x 25.0 =	_____
Note: <i>Fixture units for flushometers are approximate values. Values will be reviewed and may be adjusted by Portland Water Bureau Staff on a case-by-case basis.</i>			Total Fixture Units: _____

Instructions

Column 2: Enter the total number of each fixture type for the completed new structure. If the project has an existing structure that will be using the same water meter enter the total number of each fixture type for the completed project.

Column 3: Per unit value of each fixture type

Column 4: Enter the number of column 2 times column 3

Fixture Unit Count (column 4 total)	Required Meter Size
0 - 22	5/8" meter
22.5 - 37	3/4" meter
37.5 - 89	1" meter
89.5 - 286	1.5 meter
286.5 - 532	2" meter
532.5 - 1,300	3" meter
1,300.5 - 3,600	4" meter
3,600.5 - 8,200	6" meter

Note: There may be SDC credit if existing meters are utilized or removed. SDC fees are not assessed to fire lines. Fees are due at the time the water service installation is paid. Call Portland Water Bureau Development Services, 503-823-7368 with any questions.