



# City of De Pere

De Pere Water Department  
335 S Broadway Street  
DePere, WI 54115-1199  
Phone: 920-339-4064

[www.de-pere.org](http://www.de-pere.org)

May, 2015

To: Building and Plumbing Contractors

Re: New Meter Installation Policy

Effective immediately, the City of De Pere has the following requirements before a new meter installation can occur.

- Curb box is to be accessible and visible.
- Basement steps **shall be installed or an OSHA approved ladder which must be placed with a minimum of three rungs above the main floor level**, to provide safe access; otherwise the meter will not be installed.
- The plumbing must have proper piping installed which includes the valve before and after the meter, a construction spigot before the second valve on the house side, and **a section of pipe attached to the basement wall up to the sill plate for attaching meter box.**
- Basement needs to be buttoned up enough so it can be heated so there will not be any freezing issues. If meter freezes, the builder will be responsible for all costs.
- Water Supply Capacity fee must be paid prior to requesting installation.

If you have any questions in this regard, please free to contact the Water Department Foreperson at 920-339-4063.

Thank you for your attention to this matter.

Sincerely,

DE PERE WATER DEPARTMENT  
335 South Broadway Street  
De Pere, WI 54115