

# CITY OF DE PERE

## Public Works - Water Department

925 S. Sixth Street, De Pere, WI 54115 | 920-339-4060 | [www.de-pere.org](http://www.de-pere.org)



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.

- Water Supply Capacity **fee must be paid prior** to requesting meter installation.
- Curb box is to be visible and accessible **at or above** final grade.
- Basement steps **shall** be installed providing safe access; otherwise the meter will not be installed. No ladders allowed.
- Plumbing must have proper piping installed. This includes the valve before and after the meter, a construction spigot before the second valve on the house side, **and a four foot minimum vertical section of pipe, secured to the basement wall up to the sill plate, for attaching the radio transmitter box.**
- A pressure and leak test will be performed at the time of the new meter installation. **Water will be turned on to the meter at this time.**
- Basement needs to be adequately heated so that there will not be any freezing issues. **If the meter freezes, the builder will be responsible for all costs.**

If you have any questions in regard to this policy, please contact Eric Zygarlicke, Water Department Supervisor at 920-339-4063.

Thank you for your attention to this matter.

Sincerely,

DE PERE WATER DEPARTMENT  
925 S. Sixth St  
De Pere, WI 54115