MIAMIBEACH
City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov

PUBLIC WORKS DEPARTMENT
Tel: 305-673-7080, Fax: 305-673-7028

INSTALLATION, GENERAL INFORMATION, & REQUIRED MAINTENANCE FOR IRRIGATION & SWIMMING POOL WATER SERVICE (SUB-METER)

A sub-meter is purchased and installed by the customer or contractor for the sole purpose of receiving a sewer credit for the potable water that DOES NOT enter the Department's sanitary sewer system. This is at the customer's expense observing all current Department guidelines pertaining to a sub-meter installation. This sub-meter must be installed on the customer's service line (*down–stream from the Department's service meter, and not within the same meter box as the Department's meter*). The sub-meter is to register ONLY that portion of potable water that does not enter the Department's sanitary sewer system, and to be used only for outside usage (filling pools, use of sprinklers, etc.)

1. Customer receives Public Works sub-meter application package.

2. Miami-Dade County or Florida State licensed plumbing contractor applies for a City of Miami Beach Building Department Plumbing Permit.

3. Customer returns to the Public Works Department with the completed Public Works application and plumbing permit.

4. Customer provides proof of ownership (Copy of Property Warranty Deed or Copy of Miami-Dade County Property Tax Data, i.e. tax card).

5. Customer provides a notarized letter, signed by the property owner authorizing installation of a new irrigation and swimming pool water sub-meter at a determined location within private property.

6. Customer provides complete, signed and notarized Agreement, whereby owner grants permission for access to the property for City personnel and agrees to further conditions as stated in the Agreement.

7. Customer submits irrigation and swimming pool sub-meter application, pays for sub-meter materials and Public Works service fee. The Public Works Department does not sell backflow prevention assemblies. Customer must purchase them from an outside source.

   - Sub-meters are to be purchased through the City of Miami Beach's Public Works Department at Miami Beach City Hall located at 1700 Convention Center Drive, 4th floor. Office hours for purchasing sub-meters are from 8:30 a.m. to 3:00 p.m., Monday through Friday, excluding holidays. Payment for purchasing sub-meters is to be made by cash, credit card, check or money order (made out to City of Miami Beach).

- Sub-meters and boxes are to be picked up at the City of Miami Beach Public Works Department's, Operations Facility located at 451 Dade Boulevard (east of the Miami Beach Senior High School) service driveway. Hours for picking up sub-meters and boxes are from 8:30 AM to 3:00 PM, Monday through Friday, excluding holidays. **Department personnel will not place materials into private vehicles.**

- All sub-meters must be installed inside the customer's property no more than (5) lineal feet from the Department's domestic service water meter. As an alternative, if there is room between the property wall, fence or other obstruction, the sub-meter could be installed between the back of the sidewalk and the face of property wall, fence or obstruction. **The sub-meter installed cannot be larger than the domestic meter servicing it.**

- The sub-meter must be easily accessible to Department personnel **(i.e. there cannot be a fence or other obstruction between the Department's domestic water meter and the sub-meter).** The sub-meter must also include a shut-off valve on the inlet side of the sub-meter within the sub-meter box. An approved sub-meter box is one that can accommodate both the sub-meter and the shut-off valve within the same box (a round box will not be approved).

- It is the customer's responsibility to ensure access to and the readability of the sub-meter to Department personnel. It is the customer's responsibility to make sure that the area surrounding the sub-meter is kept clear of obstructions and that the sub-meter be kept within Department guidelines at all times.

- It is also the customer's responsibility to remove and repair the sub-meter itself whenever necessary. The customer will submit a Public Works Department application and apply for the Building Department Plumbing Permit whenever they remove or replace the sub-meter. After reinstalling any repaired or replacement sub-meter, the customer shall promptly advise the Department of the completed repairs to determine if Department guidelines were followed in reinstalling the sub-meter. Please call the Meter Shop at (305) 673-7625 to schedule a new inspection on a repaired or replaced sub-meter; clean-up of a sub-meter or surrounding area need not be called in for an inspection after completed.

- Once the sub-meter has been installed and approved, it is advised that the customer periodically inspect and confirm that the sub-meter is indeed recording consumption and operating properly. If there is no consumption recorded on the sub-meter, it may be stopped or defective if the sub-meter was in fact used during the billing period. It is advised that the customer should have the sub-meter tested (at the customer's expense) to ensure that the sub-meter is performing properly, and to take the necessary steps to repair or replace the sub-meter with an approved replacement sub-meter. **Please note that no adjustment or credits will be issued during the period in which the sub-meter is inoperative, removed from the premises, or a reading is not obtainable**.

- Purchase of an approved sub-meter, or replacement sub-meter is to be made through the Public Works Department only, located at 1700 Convention Center Drive, 4th floor of City Hall at the customer's expense.

- It is the customer or contractor's obligation to notify the Department when a sub-meter has been installed, functional, and ready for inspection (any faucet or sprinkler system connected to the sub-meter must be completed, functioning, and in operation at the time of the inspection). A $50.00 service charge will be applied to the customer's account after the inspection is completed and approved.

- **No credit will be issued until a final inspection is performed and the Department approves the sub meter installation.** Please call (305) 673-7625 to schedule a final inspection after installation is completed, or for any other inspection that is required for sub-meters.

- If the customer wishes to cancel the purchase before a sub-meter and/or a box is picked up, the customer can request a refund through the Public Works Department at City Hall at (305) 673-7080. However, if the sub-meter and/or box have been picked up, the unused/undamaged equipment must be returned to the Public Works Operations' Warehouse at 451 Dade Blvd in order for a refund to be processed. Please note that there will be a 4% overhead/restocking fee charged on all returns after the equipment has left the Department's premises. **No meters, boxes, or lids will be accepted for return after 90 (calendar) days, or once put into operation.**

- The Department's personnel must have free and clear access to the sub-meter without any obstructions during normal working hours. The customer must also adhere to the Department's standards, and guidelines for required sub-meter maintenance; it is the customer's obligation/responsibility to perform any required maintenance on a customer owned sub-meter. If any unacceptable conditions have been found and/or reported by any Department personnel with a customer owned sub-meter, the customer must repair, replace or correct any condition reported to avoid having the sub-meter deactivated. Unacceptable conditions are listed below:

    1. **CLEAN-OUT SUB-METER BOX,** customer must clean out sub-meter box to a level that exposes the sub-meter and pipes within the sub-meter box.
    2. **SUB-METER BOX COVER BROKEN,** customer must replace broken sub-meter box cover.
    3. **SUB-METER BOX BROKEN**, customer must replace broken sub-meter box.
    4. **DIRTY DIAL**, customer must clean or replace sub-meter with an approved sub-meter
    5. **GLASS BROKEN**, customer must repair or replace sub-meter with an approved sub-meter; customer must contact our Meter Shop at 305-673-7625 (they will determine if a sub-meter is repairable or not).
    6. **DAMAGED METER**, customer must repair or replace sub-meter with an approved sub-meter; customer must contact our Meter Shop at 305-673-7625 (they will determine if a sub-meter is repairable or not).
    7. **STOPPED SUB-METER**, customer must replace sub-meter with an approved sub-meter.
    8. **SUB-METER BOX BURIED**, customer must uncover buried sub-meter box, and clear out surrounding area of any obstructions, also to allow free and clear access to customer's sub-meter within normal working hours.
    9. **LEAK AT SUB-METER**, customer must repair any leaks found within the sub-meter box (the customer should repair any leaks within the property immediately to avoid having excess charges applied to a customer's account).
    10. **10 YEAR ALLOWED LIMIT ON SUB-METER**: customer must replace the sub-meter every 10 years with an approved sub-meter

If requested by the City of Miami Beach Public Works' Department, the customer shall deliver the sub-meter to the department's premises for inspection and testing (at the customer's expense). Unless such testing mandates earlier replacement, **ALL SUB-METERS SHALL BE REPLACED AT LEAST ONCE EVERY TEN (10) YEARS.** The replacement sub-meter must meet the same standards as the sub-meter initially installed. The replacement shall be at the customer's expense.