

## STEPS REQUIRED TO OBTAIN A DEDUCT/IRRIGATION METER

The City of Altoona Water Utility Department has meters available for irrigation purposes. To obtain and install a meter, please follow the steps set out below. If you have any questions about this process, please reach out to us at [utilities@ci.altoona.wi.us](mailto:utilities@ci.altoona.wi.us) or 715-318-5840.

1. **CONTRACT** with a licensed plumber. A licensed plumber is needed to re-route plumbing to accommodate the meter.
2. **APPLY** for a plumbing permit on-line at <https://bit.ly/3gjSj5A>. The property owner or the licensed plumber can apply for a permit.
3. **PAY** plumbing permit fee. The building inspector will send an email to the permit applicant advising of approval of the application and the amount due. After payment is received, the plumbing permit will be emailed to the permit applicant.
4. **CONTACT** the Altoona Water Utility at 715-318-5840 to request a meter bar for the plumber to use when preparing the internal plumbing for the deduct/irrigation meter.
5. **INSPECTION** is required upon completion of the plumbing work. Please contact the Altoona Building Inspector at 715-839-5192 to make an appointment.
6. **SCHEDULE** the deduct meter installation. Please call the Altoona Water Utility at 715-318-5840 to schedule an appointment for a utility employee to come to your home/business to remove the spacer bar and to install the meter.
7. **COST** for the meter will be billed as a quarterly service charge **your utility bill**. \*Fees are in accordance with Chapter 3.08 of the Altoona Municipal Code and the most current Rate File approved by the Public Service Commission of Wisconsin. It is recommended that you call 715-318-5840 to verify.
8. **QUESTIONS** please feel free to contact the Altoona Water Utility at [utilities@ci.altoona.wi.us](mailto:utilities@ci.altoona.wi.us) or 715-318-5840.