

Water Meter Installation Guideline

The City of Regina provides water, sewer, and drainage services. All water supplied must be measured by meters supplied, installed, and owned by the City of Regina pursuant to *The Regina Water Bylaw No. 8942*. Accounts for Utility Services are automatically created when building permits are issued. Prior to any water use or occupancy, the permit applicant/owner is responsible for arranging a water meter installation. If water has been used prior to the installation of the water meter, the City of Regina may discontinue service and/or apply a penalty charge to the account pursuant to *The Regina Water Bylaw No. 8942*.

Residential permit:

- ✓ **A water meter(s) must be installed within SIX months from the issue date of the building permit.**
- ✓ If a meter has not been installed prior to the six-month activation date, the permit applicant/owner will be billed based on assumed consumption and will be charged a flat fee. (See Schedule B of *The Regina Water Bylaw No. 8942*). No financial adjustments will be granted.
- ✓ If a second unit is listed on the permit (basement suite, secondary suite, etc.), the permit applicant/owner must notify Utility Billing at (306) 777-7000 immediately regarding the number of meters that will be installed. A failure to notify will result in two utility accounts being activated and the permit applicant/owner being charged assumed consumption for each account. No financial adjustments will be granted.

Commercial/Multi-Residential permit:

- ✓ **A water meter(s) must be installed within FOUR months after the issue date of the building permit.**
- ✓ If a meter has not been installed prior to the four-month activation date, the permit applicant/owner will be billed based on assumed consumption and will be charged a flat fee for each building. (See Schedule B of *The Regina Water Bylaw No. 8942*). No financial adjustments will be granted.
- ✓ For a building permit which includes the construction of more than one building, the activation date of each building would begin on the date that construction begins. Contact Utility Billing at (306) 777-7000 to submit the construction schedule, site plan and civic addressing. If no construction schedule is provided, all buildings will be activated on the same date and no financial adjustments will be made.

Important notes:

- ✓ Application for an extension can be made if the property will not be ready for a water meter by the activation date. Please contact Utility Billing at 306-777-7000 **prior to the activation date** to request an extension.
- ✓ If a temporary water service is required prior to the activation date, please contact Operational Services at (306) 777-7000.
- ✓ If water service is no longer needed and the meter has been installed, you may contact Service Regina at (306) 777-7000 to close the account. The City will continue to monitor the meter, and if any water consumption is registered, the permit applicant/owner will be responsible for all charges.
- ✓ Once construction has been completed and turned over to the occupant, it is the responsibility of the permit applicant/owner to contact Utility Billing at (306) 777-7000 to be removed from the account.