



City of Baltimore
 Department of Public Works
 Office of Compliance and Laboratories
 Rm. 227 Ashburton Water Treatment Plant
 3001 Druid Park Drive
 Baltimore, MD 21215
 Office: 410-396-0732 Fax: 410-523-9047



CATHERINE E. PUGH
 MAYOR

Water Meter Downsize Request Form For Meters 2-Inches and Smaller

Property Information

Service Address (number and street name):				
Property Type <small>(Please mark all that is applicable)</small>	Residential <input type="checkbox"/>	Apartment <input type="checkbox"/>	Single House <input type="checkbox"/>	Zip Code:
	Commercial <input type="checkbox"/>	Duplex <input type="checkbox"/>	Town/Row House <input type="checkbox"/>	
		Describe the type of building <small>(For example, restaurant, office, medical facility, etc.)</small>		
Please answer Yes or No:				
Does building have sprinkler system? Yes / No	Is the building a City Landmark? Yes / No	Is the Building in Historical District? Yes / No		

Owner Information

Name:			Daytime Telephone:		
Street Address:					
City:		State:		Zip Code:	

Water Supply System Information

What size is existing water service connection?	
What size is existing water main in the street?	
What is the name of street existing water main is in?	
Is there an existing pressure-reducing valve on site?	Yes / No
Is there an existing booster pump on site?	Yes / No
Is there an existing check valve on site?	Yes / No
Existing water meter size:	
New water meter size:	

Required Physical Documents

A Master Plumber, registered or licensed in the State of Maryland, must generate a brief certifying letter. The document must state what size meter reduction will be adequate for consumer’s needs, that it will be adequate for fire flow requirements, what kind of fire protection system is installed on the property, *if any*, and certifying that the reduced meter size meets all applicable City, State and Federal codes. The certifying letter must also state the actions performed to make the determination. Any permits under the City Building, Fire and Related Codes, or approval to proceed under the City Commission for Historical and Architectural Preservation must be obtained, *if necessary*.

Note:

In some cases, a permit may be required from the City before doing any utility work in the meter vault. If unsure, please call 410-396-4508.

For office use only

Date received:	
Water main street & size:	
Water plat number & water zone:	
Approval by:	Signature: _____ Print: _____
Approval date:	
Date sent to Customer Care Application Section:	
New meter size & meter reduction fee:	_____ meter = \$ _____
Total paid to City:	Total = \$ _____