



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



## Water Meter Reduction Information Sheet

1. Meter reduction forms are available at the Customer Support and Services Division, Room 404, 200 Holliday Street, Baltimore, MD 21202, Or the Office of Compliance and Laboratories, Room 227, 3001 Druid Park Drive, Baltimore, MD 21215.
2. For meters 2 inches or smaller, complete the form with the help of a Registered Master Plumber. For meters 3 inches or larger, complete the form with the help of a Licensed Professional Engineer. Obtain a certifying letter from the Registered Master Plumber, or plan and letter from the Licensed Professional Engineer, which states: the size of the requested water meter reduction; that the reduction will be adequate for domestic usage and fire protection; and states the actions performed to make that determination. The document must be on the company's letterhead, with the license or registration number and signature of the plumber or engineer. {See page 2 of application "Required Physical Documents"}
- Note:** For the reduction of water meters larger than 2 inches, contact the Right-of-Way Section at 410-396-5023 to review the Developer's Agreement process.
3. Bring or email to DPW [PlansReview@baltimorecity.gov](mailto:PlansReview@baltimorecity.gov) the completed form and certifying letter from the Registered Master Plumber or Licensed Professional Engineer to the Office of Compliance and Laboratories, Room 227, 3001 Druid Park Drive. We will review the form and certifying document for approval.
4. The form and certifying document will be mailed back to you within three business days. Bring the approved forms and payment for meter reduction fee (see Fee list at <http://PublicWorks.BaltimoreCity.gov>) to the Customer Support and Services Division, 200 Holliday Street.
5. The Customer Support and Services Division will process the meter reduction request and the associated fee, and assign the reduction to the city's Meter Shop to install the new meter.