



TEMPORARY WATER METER APPLICATION

SUBMITTAL PACKET

INSTRUCTIONS

This document includes a list of information that is required to apply for temporary construction-related water service, including fire hydrant meters, potable water truck meters, and recycled water truck meters. For a new or modified water service connection, please see the separate [Water Service Application](#).

HOW TO SUBMIT

To submit a Temporary Water Meter Application, you will need to create a new electronic application online. All applications, including all supporting plans and documents, are accepted online via our Permit Portal: [Accela Citizen Access \(ACA\)](#). More information on how to apply: [Apply for a Permit](#).

WHAT TO SUBMIT

Fill out the Temporary Water Meter Application (page 2) and sign the Applicant's Affidavit (page 7). Provide any additional forms and supporting materials and submit it as an attachment to your electronic submittal.

TIP! This document includes interactive forms with fields that you can fill in electronically—eliminating the need to print the form and complete it by hand. To begin, download and save a copy of this packet; click the text fields and start typing. Add an electronic signature by clicking the signature line and draw, type, or choose an image for your signature. Upload forms as a PDF attachment to your Public Works Permit.

HOW TO PAY FEES

Once the application is submitted and completed, City staff will follow up electronically with an invoice for the initial fee amount. For more information on how to submit your fees, see: [Fee Information](#).

WORK ORDER GUIDELINES

More information on the process and guidelines for scheduling a Work Order can be found on the [Water Applications](#) webpage.

1 TEMPORARY WATER METER APPLICATION

METER TYPE

Choose One: Fire Hydrant Meter Potable Water Truck Meter Recycled Water Truck Meter

PROPERTY INFORMATION

Service Address:

APN or Block:

Description: In City Limits Outside City Limits (County) Private Water Well Septic System

Number of Dwelling Units:

Existing:

Proposed:

Total:

PERMIT INFORMATION

Building (BLD) Permit #.:

Fire Sprinkler (FIR) Permit #:

Estimated Start Date:

Estimated End Date:

APPLICANT'S INFORMATION Choose: Property Owner Public Utility Owner's Agent/Contractor

Name:

Email:

Mailing Address:

Phone:

CONTRACTOR'S INFORMATION

Name:

Contractor's License #:

Email:

Phone:

VEHICLE INFORMATION *(Truck Meter Applications Only)*

Make:

Model:

Year:

Type:

License Plate #:

PROJECT DESCRIPTION

Describe the proposed construction, location, and use of temporary water meter:

2 FIRE HYDRANT METER FORM

Complete this form to request a permit to take water from a fire hydrant owned or controlled by the City. All water obtained via permit shall be metered and paid for at rates set forth in the City Fee Resolution. Permits are valid for a period not to exceed 90 days, which may be renewed with Water Services staff for an additional 90 days.

PROJECT INFORMATION

Location(s) of Use:

Describe Use of Water:

Company Name:

City Business License No.:

WATER USE ESTIMATE

Truck Capacity :	gallons
Number of Days Needed for Project:	days
Number of Fills Needed Per Day:	fills
Total Estimated Use:	gallons

CONDITIONS OF APPROVAL

Service is subject to the following conditions. By submitting this application, applicant acknowledges and agrees to comply with the rules, regulations, and ordinances related to City water service; including, but not limited to:

- No person shall take water from a fire hydrant without first obtaining a permit from the Director of the Public Works Department. All water obtained via permit shall be metered. All metered use shall be paid for at rates set forth in the City of Santa Barbara Fee Resolution.
- No such permit holder shall take or use water contrary to SBMC Chapter 14.25 or the terms of the permit.
- No such permit holder shall remove, tamper, or otherwise cause the meter not to function as intended.
- No permit shall be used by a person who has violated any of the provisions of SBMC Chapter 14.25 or whose indebtedness to the City for water used or damage to equipment is delinquent.
- Per City Fee Resolution, a charge will be deducted from the meter deposit for any damaged or missing equipment and assumed water use if the meter or associated equipment is returned in an inoperable or damaged condition.
- A monthly service charge will be based on the meter size (typically 3-inches) per current City Fee Resolution.
- Water used will be charged per Hundred Cubic Feet at the rate per current City Fee Resolution.
- Installation of the hydrant meter will occur 2-5 business days from the issued and signed Work Order.

3 WATER TRUCK METER FORM

Complete this form to request a permit to take water from a water fill station. **Note:** Recycled water is available as an alternative to using potable water from City fire hydrant meters for construction projects. The cost for use of recycled water is roughly 60% less than for potable water. Additionally, using recycled water saves valuable potable water and helps conserve our water supply.

PROJECT INFORMATION

Water Type Requested: Potable Water Recycled Water

Location(s) of Use:

Describe Use of Water:

Company Name: City Business License No.:

WATER USE ESTIMATE

Truck Capacity :	gallons
Number of Days Needed for Project:	days
Number of Fills Needed Per Day:	fills
Total Estimated Use:	gallons

CONDITIONS OF APPROVAL

Service is subject to the following conditions. By submitting this application, applicant acknowledges and agrees to comply with the rules, regulations, and ordinances related to City water service; including, but not limited to:

- No person shall take water from a water fill station without first obtaining a permit from the Director of the Public Works Department. All water obtained via permit shall be metered. All metered use shall be paid for at rates set forth in the City of Santa Barbara Fee Resolution.
- No such permit holder shall take or use water contrary to SBMC Chapter 14.23 or the terms of the permit.
- This permit may be revoked if it is determined the permit holder has violated any of the provisions of the State Water Resources Control Board Title 22 Code of Regulations or whose indebtedness to the City for water used, or damage to fill stations or equipment is delinquent.
- Per City Fee Resolution, a charge will be deducted from the meter deposit for any damaged or missing equipment and assumed water use if the meter or associated equipment is returned in an inoperable or damaged condition.
- I have read the “Guidelines For Worker Protection” on page 6 and agree to abide by all applicable rules and regulations of the State Water Resources Control Board [Order WQ 2016-0068-DDW](#) and SBMC Chapter 14.23. Making unauthorized connections is prohibited and is a misdemeanor. Purple meter may be used for recycled water fill station only. Violations of City or State regulations may result in enforcement and fines.

4 TEMPORARY WATER TRUCK PERMIT

A Temporary Water Truck Permit must be filled out for each portable construction meter and retained at the site and on the Water User’s vehicle. Users/User’s Agents shall adhere to the attached Guidelines for Worker Protection (page 6) and constraints regarding the use of tertiary treated recycled water.

USER’S INFORMATION

Name:	Phone:
Mailing Address:	Email:

APPLICANT’S INFORMATION *(if different from above)*

Choose: Property Owner Public Utility Company Licensed Contractor User’s Agent

Name:	Phone:
Address:	Email:

PROJECT SITE INFORMATION

Address:	Start Date:
Address:	Start Date:
Address:	Start Date:

WATER USE INFORMATION

Type: Potable Water Recycled Water

Method: Tank Truck Spray Wash Water Other:

Describe Use* Compaction Dust Control Irrigation Sewer Flushing Street Cleaning

***Note:** *Not to be used for storm drain flushing*

----- Official Use Only -----

The Request Is: **Approved** **Denied** By Staff Name: _____

Water Account No.: _____ Meter No: _____

Effective Date of Permit: _____ Expiration Date: _____

Signage Required: Truck Project Site Comments: _____

For Recycled Water Only:

Customer has received training for employee safety and allowed site use of recycled water: Yes No

Customer has received magnetic or adhesive signs and installed them on the truck: Yes No

This Temporary Water Truck Permit must be available for inspection at all times. The User / User’s Agent must carry a copy in the tanker truck at all times and present it to City of Santa Barbara Inspectors upon request.

GUIDELINES FOR WORKER PROTECTION
Regional Water Quality Control Board – Recycled Water Guidelines

- A. Workers should be informed that although recycled water has been treated to lower health risks, bacterial and viral contamination is still present and potentially may cause illness or infection. Contact with recycled water by ingestion, inhalation of mist, or on cuts or abrasions should be avoided, and the precautionary measures listed below should be carefully reviewed and followed.
- B. Precautionary measures should be taken to minimize worker contact with constituents of recycled water.
(1) Workers should not be subjected to recycled water sprays, mists, or aerosols. (2) Workers should be protected with protective clothing when there will be more than casual contact with the recycled water.
- C. Safe drinking water should be supplied for workers. Where bottled water is provided, the water should be in contamination-proof containers and protected from recycled water and dust.
- D. Hand washing facilities should be provided consisting of potable water supply, hand washing soap, and single use sanitary paper towels. The importance of hand washing should be stressed when working with recycled water, especially before eating or smoking.
- E. Workers shall wear proper personal protective equipment when applying recycled water by handheld nozzles or other handheld devices that can produce sprays, mists, or aerosols.
- F. Precautions should be taken to avoid contamination of food taken into recycled water use areas. Food should not be taken into areas still wet with recycled water.
- G. Workers should be notified that recycled water is in use. Notification should include the posting of conspicuous warning signs with proper wording of sufficient size to be clearly read. In those locations where English is not the primary language of the workers, the signs should be in the appropriate language as well as in English.
- H. An adequate first aid kit should be available on location. Cuts or abrasions should be promptly washed, disinfected, and bandaged.
- I. Public contact with recycled water shall be avoided, to the extent practical, under the normal use at the recycled water site.
- J. In all areas where recycled water is used that are accessible to the public, warning signs shall be installed at adequate intervals around the use area as required by the District.
- K. Recycled water shall not be applied where it could contact walkways, passing vehicles, buildings, drinking water facilities, storm drains, or enter areas where food is handled or eaten.
- L. Adequate measures shall be taken to prevent ponding, and to prevent run off of recycled water from the authorized recycled water use area, unless it is specifically allowed by the RWQCB or attached to this permit.
- M. Spray of recycled water shall not be allowed to contact an external drinking water fountain.
- N. There shall be no irrigation or impoundment of recycled water within a minimum of 50 feet of any water well.
- O. Distributor's vehicles used for transportation and distribution of recycled water must have watertight valves and fittings, and must not leak, and tanks must be cleaned of contaminants prior to use. A truck or tank that has contained material from a septic tank or cesspool shall not be used to convey recycled water.
- P. Distributor's vehicles that convey recycled water shall be clearly labeled in a prominent location with language stating in English "Recycled Water Do Not Drink".
- Q. Recycled water shall not be put into piping or a storage facility without specific written authorization from City of Santa Barbara, Public Works Director.
- R. Recycled water shall be applied at a rate and volume not to exceed vegetative demand and soil moisture conditions needed to leach excess salts to below the root zone.
- S. Recycled water shall not be used for irrigation during periods of extended rainfall and/or runoff.

5 APPLICANT'S AFFIDAVIT

Under penalty of perjury the following declarations are made:

- a. I certify that I have read this application and state the above information is true and correct to the best of my knowledge.
- b. I am the property owner, authorized agent of the property owner, or other person having a legal right, interest, or entitlement to the use of the property that is the subject of this application.
- c. I understand approval of this permit does not waive any requirements, laws, or ordinances of the City of Santa Barbara.
- d. I do assume responsibility for, and guarantee payment of, all water bills incurred as a result of this water service application until I have given official notice to the City Water Billing Office to discontinue service and I have returned the water meters back to the City of Santa Barbara.
- e. I understand that as soon as service is installed, I must begin payment on the service. I agree to comply with all rules, regulations, procedures, and ordinances related to City water and sewer service as established by the City. I further agree to pay all water bills promptly by the due date listed on the bill. Should my water bill become delinquent, I am aware that my water service may be interrupted until the bill and any delinquent and penalty charges are paid.

APPLICANT'S SIGNATURE:

Applicant's Signature

Date

Applicant's Name (printed)

Title (contractor, etc.)



WATER SERVICE FEES

INFORMATION

MONTHLY SERVICE CHARGES

A monthly service charge is collected for all water connections, including temporary meters, as follows:

Size of Water Service Connection	Rate (\$/meter/month) Effective July 1, 2023
5/8"	\$32.60
3/4"	\$47.73
1"	\$77.97
2"	\$244.33
3"	\$531.67

TEMPORARY WATER METERS

The following fees and deposits shall be assessed and collected for mobile meters, including temporary fire hydrant meters, and meters installed on water trucks or trailers:

Fire Hydrant Meter Application

Description	Fees
Deposit	\$2,026.00
Application Fee	\$92.00
Installation/Inspection Fee	\$139.00
Technology Fee – 8 %	\$18.48
Total at Time of Application	\$2,275.48

Mobile Recycled Water Meter Application

Description	Fees
Deposit	\$2,026.00
Application Fee	\$92.00
Installation/Inspection Fee	Time & Material
Technology Fee – 8%	\$7.36
Metered Water Rate	\$4.99 per hundred cubic feet (HCF)
Damaged Meter Fee	Time & Material

Before issuing a check, please verify the correct fees with the current fee resolution on the City website.