



City of Streetsboro Water Department

WATER DEPARTMENT RULES, REGULATIONS & ORDINANCES

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RULES, REGULATIONS, AND SPECIFICATIONS

DEPARTMENT OF PUBLIC SERVICES-WATER

**Revised August 20, 2001
(Previous Ordinance No. 1992-49)**

Codified Ordinance No. 2001-156

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RULES AND REGULATIONS

AUTHORITY AND SCOPE

The Director of Public Services, by the authority of Section 743.02 of the Ohio Revised Code, shall make such bylaws and regulations as deemed necessary for safe, economical, and efficient management and protection of the water works of a municipal corporation. Such bylaws will have the same validity as ordinances, when not repugnant thereto, or to the Constitution or laws of the State of Ohio.

The Director of Public Services reserves the right to deviate from these rules and regulations during emergencies and special cases in which the public's health, safety and/or welfare may be endangered.

These rules and regulations supersede any and all previous rules and regulations governing the operation of the City of Streetsboro Water System.

CHAPTER 100

GENERAL PROVISIONS

100.01 DEFINITIONS

Whenever, in the Rules and Regulations adopted for the government of the Department of Public Service, the following terms are used, they shall have meanings respectively ascribed to them, as follows:

"A.W.W.A." shall mean American Water Works Association.

"City Engineer" shall mean the City Engineer of the City of Streetsboro, Ohio or his/her authorized representative.

"C.O.C.S." shall mean the Codified Ordinances of the City of Streetsboro.

"Consumer" shall mean any person or entity having the use or benefits of services rendered by the City of Streetsboro.

"Contractors" shall include any person or entity that contracts, or is employed, to perform work in any and all phases of construction.

"Control Valve" shall mean curb stop, with curb box, which are used to turn the water supply on and off.

"Director" shall mean the Director of Public Services for the City of Streetsboro or his/her authorized representative.

"Division of Public Services" shall mean the Service Department.

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“Division of Engineering” shall mean Engineering Department.

“N.F.P.A.” shall mean National Fire Protection Agency.

“Secondary Fire System” shall mean all hydrants located on the **outlet side** of a master meter and or backflow prevention assembly.

“Service” is defined as any pipe, which is connected to water, main and is used to supply water to a parcel of land.

“Service Line” shall mean the pipe or conduit by which water is conveyed or drawn from the control valve to the meter. Also referred to as a waterline lateral.

“Shall and Will” are mandatory, **“May”** is permissive.

“Tap” shall mean any connection into the water main and will include the corporation stop valve, tapping sleeve, and/or direct tap.

“Water Lateral” shall mean the water service line beginning at the public main and ending at the water meter. Also referred to as **“lateral.”**

“Water Purveyor” shall mean the OhioEPA Certified Operator in Charge of the Water System.

100.02 SUPPLY AND PRESSURE

The City of Streetsboro does not guarantee any fixed pressure, or continuous supply; these being subject to the varying conditions which may arise in the operation and maintenance of the Water System.

100.03 EMERGENCY SITUATIONS

In the case of leaks, breaks, and/or failure in mains, services, pumping, and auxiliary machinery, wells, or other water work equipment, the supply of water may be suspended without notice. In situations where the health and safety of the public are deemed at risk, water may be suspended without notice.

100.04 NON-EMERGENCY SITUATIONS

Before the water in a main is shut off, for reasons of repairs or alterations, all affected customers will be notified, **if possible**. Notice shall be considered given when a written notice has been left at each address to be affected. If time does not permit the distribution of printed material, verbal shall be sufficient.

100.05 PROPERTY DAMAGE DISCLAIMER

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The City of Streetsboro disclaims responsibility for damages to any personal or real property arising from the turning on or off of water in its system. This will also include damage caused by broken pipes, meters, or appurtenances.

100.06 ABANDONMENT OF SERVICE

When permanently abandoning a water service, as in the case of building demolition, water shall be shut off and disconnected at the corporation stop. This shall be done by the Service Department or its authorized agent. Permission may be secured, from the Service Director, to a contractor for said disconnection, if the following requirements are met:

1. All necessary permits have been secured from the Building Department, and bonds paid to same.
2. Inspection is made of the disconnection, prior to backfill and after restoration, per current C.O.C.S. regulations. Inspections will be made by the Service and Engineering Departments.
3. Meter has been removed, and returned to the City of Streetsboro.

100.07 SERVICE INTERRUPTION

The City of Streetsboro reserves the right to discontinue service to any premises for the following:

1. Willful waste of water.
2. Failure to promptly repair service line leaks, after notice from the Service Department.
3. The use of water on any premises, other than that recorded in the application.
4. Cross connections, inter-connections, with an auxiliary source of water.
5. Failure to install and test required backflow prevention devices.
6. Tampering with any part of the water system, which includes, but is not limited to, the meter, service line, curb stop, corporation stop, valves, and hydrants.
7. Non-payment of water bills or other charges.
8. Failure to provide reasonable, safe access to any premises for the purpose of reading, inspecting, installation, or maintenance of meters; or inspection of internal plumbing.
9. Making additions and/or alterations to an existing service without proper application to the Service Department.
10. Failure to execute a proper contract for service with the Service Department.
11. Failure to keep an **existing** meter vault sufficiently drained to allow for safe access. NOTE: meter vaults are NO LONGER PERMITTED.
12. After a vacancy becomes known, and prior arrangements have not been made, and it is the opinion of the Service Director that damage to the premises or its contents may occur.

Prior to discontinuance for the above reasons, written notice shall be given, by mail, stating reason for turn—off and required steps to rectify the problem. If no response is received, a notice will be attached to the front door 72-hours prior. **When service is suspended for non-payment, and if the second or more such offense, water will remain off for a minimum of 24 hours.**

100.08 SERVICE RESTORATION

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Any water supply, discontinued under Section 100.07, shall not be restored until the situation has been rectified to the satisfaction of the Service Department. Only the Service Department shall restore service. The owner, or an authorized representative, must be present for service to be restored, to prevent any damage.

100.09 CONTRACTOR REGISTRATION

All contractors shall be licensed and bonded, per current C.O.C.S. regulations, prior to commencement of work in the City of Streetsboro. **Any contractor involved in the installation, repair, or servicing of main water lines and/or private fire systems shall be certified per OHIO FIRE CODE 1301:7-7-05.**

100.10 PENALTY FOR NON-COMPLIANCE

Non-compliance with these Rules and Regulations may result in revocation of the contractor's registration and license, bond forfeiture, a stop work order, and, where such an offense arises from a failure to obtain a permit, shall result in the imposition of a double fee.

In addition thereto, the penalty for a first offense shall be a misdemeanor of the fourth degree and each subsequent day after the first shall result in the imposition of an additional \$100. per diem. Each day shall be a separate offense.

Repetition of the same offense by the same contractor, on the same parcel, or a different parcel or property, shall be a misdemeanor of the third degree and each subsequent day after the first shall result in the imposition of an additional \$250. per diem. Each day shall be a separate offense.

A third offense shall be a misdemeanor of the third degree and each subsequent day after the first shall result in the imposition of an additional \$500. per diem. Each day shall be a separate offense.

A fourth offense shall be a misdemeanor of the first degree and each subsequent day after the first shall result in the imposition of an additional \$1000. per diem. Each day shall be a separate offense.

CHAPTER 101

WATER MAIN PROCEDURES

101.01 EXTENSION PROCEDURES

Water mains within the City system are normally constructed after petition of property owner(s), on an assessment basis. Water mains may also be extended on a cash or cash-per-tap basis.

The assessment basis requires the following:

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1. A petition signed by all interested property owners, requesting a water main extension, which is presented to the Clerk of Council.
2. A resolution is submitted to City Council, by the Engineer, to prepare plans and estimates.
3. City Council shall hold a public hearing(s) on the project. A Board of Equalization shall be appointed to review any assessment objections.
4. After approval of the Board of Equalization, an Ordinance is presented to City Council to authorize construction, appropriate necessary funding, and establish assessment costs to property owners.

The Cash or Cash—Per-Tap basis:

1. The property owner shall meet with the Service Director and/or the City Engineer, to present their needs and proposals.
2. The Engineer and Service Director shall determine the required size, length, and location of the water main.
3. The property owner shall present plans, prepared by a registered Engineer, for review.
4. The property owner shall pay all plan review and inspection fees, and post construction bonds in accordance with current C.O.C.S. regulations.
5. Prior agreement must be reached for any credit to the property owner for future tie-ins by others.

101.02 SIZE AND LOCATION

Prior to commencement of any water line work, site plans must be signed as approved, by the City of Streetsboro. **After** approval by the City of Streetsboro, plans must be submitted to the Ohio EPA for review and **written approval**. No work shall begin prior to approvals by both entities.

All water lines shall be a minimum of eight (8”) inch diameter. Service, Engineering, Building, and Fire Departments will determine sizing.

Water lines shall be constructed along the full frontage of the platted property. The City of Streetsboro retains the authority to require extension of water mains beyond the limits of a project to eliminate a dead-end situation. All associated costs are to be included in said project. Water mains along undeveloped and/or unplatted property shall be constructed to a point determined by the City of Streetsboro.

101.03 INSTALLATION PROCEDURES

1. All water line material will be **domestic made**, and subject to the approval of the Service/Engineering Departments.
2. All water line shall be minimum of Class 52 Ductile Iron Pipe, cement lined, with push-type joints.
3. Installation of pipe will follow current AWWA C600; pipe shall not be wrapped, unless specified. Stainless steel bolts may also be required should conditions dictate.
4. All road crossings shall be cased in carrier pipe per current AWWA C600.
5. Valves of 3” or larger will be **American Flow Control** or **Mueller** only. These will be resilient seat, open left, and comply with current AWWA C509.
6. All fittings shall be Ductile Iron or Stainless Steel, as specified by the purveyor. Compact-bodied fittings are permitted.
7. Depth of cover shall be a minimum of 4’ and maximum of 6’ from top of pipe to final grade.

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8. Valve boxes shall be Buffalo screw-type boxes, 5 ¼" ID, two or three piece, as required. The word *WATER* shall be plainly embossed on the lid.
9. All valve boxes shall be aligned and brought to finished grade prior to acceptance.
10. All taps will be saddled, with ductile or stainless steel tapping saddles, and include a tapping valve or corporation stop, subject to the approval of the Service Department.

Detail sheets attached.

101.04 PRESSURIZATION AND STERILIZATION

All water lines of 3" or larger are required to be chlorinated, while being laid, per current AWWA C651.

All water lines of 3" or larger will be pressure (static) tested per current A W W A C600 and/or NFPA Standard 24. Tests will be conducted under the direct supervision of the Fire and/or Service Departments.

The Service Department, at the expense of the installation contractor, will take bacteria tests, after successful completion of the pressure testing. The line will remain unused until all bacteria tests are reported as negative by the testing lab. No work, i.e. tapping of services, will be permitted until receipt of confirmation of negative bacteria test results.

101.05 OWNERSHIP OF WATER MAINS

All water mains within the corporate limits of the City of Streetsboro will become the property of the City, upon:

1. Expiration of the warranty period, usually eighteen to twenty-four months.
2. Final inspection and acceptance by the Service, Engineering, and Fire Departments.
3. Formal acceptance by Streetsboro City Council.
4. Water mains separated from the City main by use of a master meter will remain the private property of the property owner.
5. Water mains owned by Portage County are exempt.

101.06 MAINTENANCE OF WATER LINES

All mains, valves, hydrants, and appurtenances connected thereto will be maintained by the City of Streetsboro or by contractors working under its immediate supervision. This will apply only to water lines accepted by the City, following the procedures outlined in 101.05.

101.07 PRESSURE REGULATION

The use of booster pumps, to increase line pressure, or pressure reducing valves directly connected to the City water system are prohibited. The City of Streetsboro reserves the right to require pressure regulators, at its discretion, to maintain the integrity of its system.

101.08 HYDRANTS

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All hydrants in the system (public and private) shall be either American Darling B-84-B or Mueller A-423 models only. Hydrants shall have NST nozzle threading (National Standard Threads), have 1 ½” point-to-flat operating nut, five (5’) foot bury, painted red (public) or yellow (secondary private), and subject to the approval of the Service Department.

All hydrants shall have branch valves, with box, on hydrant line. Valves shall be a minimum of twenty-four (24”) inches from hydrants. Valve boxes shall be per 101.03 (8). All valve boxes shall be aligned and brought to finished grade after installation.

Location of hydrants on main lines and private fire lines shall be at the discretion of the Fire, Service, and Engineering Departments.

Hydrants located on secondary fire lines shall conform to the same standards as above, except to be painted yellow.

Maintenance of public hydrants shall be the sole responsibility of the Service Department or its authorized agent. Maintenance of private fire system hydrants shall be the sole responsibility of the property owner.

No person shall take water from **any** hydrant, **public or private**, without the express permission of the Service Department. Hydrant water usage for construction will be through use of a hydrant meter issued from the Service Department, and at the sole discretion of same. Application must be made, and a deposit paid, at the Service Department. A hydrant meter will be issued at such time. The use of the hydrant meter will be strictly limited for time.

Flow testing of hydrants will be conducted with the Fire and/or Service Department. No person shall have access to any hydrant, public or private without the express permission of the Service Department.

CHAPTER 102

SERVICE LINE INSTALLATION

102.01 General Provisions

Installation of, or repairs to, any taps and/or accompanying control valves shall be done by, or under the direct supervision of, the Service Department.

All contractors involved in the installation, repair, and/or removal of services shall be registered with the Building Department, as specified in 100.09.

The City of Streetsboro is a member of the Ohio Utilities Protection Service (OUPS) and notification for location of water lines must be dispatched through this agency.

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All service taps shall be from the water main along the frontage of the property within the green space (no service taps shall be placed within the driveway unless otherwise approved in writing by the City service director). Domestic service taps from a designated fire line are prohibited.

102.02 Application Permit

All service taps require written application with the Service Department. Tap fees are based on the size of the tap, and subject to revision by City Council. Charges for meters and hardware are included in the total cost of the fee. All fees must be **paid in full** when application is made. Building permits will not be issued until all monies and applications are received.

Cost for service taps shall be borne by the property owner. Residential taps of ¾" and 1" will be made by the Service Department. The property owner is responsible for material costs including a handling charge of 15% of the total material bill.

102.03 Size and Location

A site plan shall be submitted indicating the size and location of the service line. This plan is subject to the approval of the Service and Engineering Departments. Plans must be complete and include locations of all other utilities, buildings, roadways, and topography. Material specification sheets must be supplied as requested.

Service lines shall be installed at a right angle to the main, and follow a straight line to the building. If the line enters from the side of a building, it shall be at a right angle from within three feet (3') of the building. Deviations may be made, depending on conditions, with approval by the Service and/or Engineering Departments.

All water lines shall respect the following distances: Ten (10') feet from gas lines, Five (5') feet from lot lines, Ten (10') feet from sanitary sewer lines, and Fifty (50') feet from private septic systems. Distances from storm sewer systems shall be at the discretion of the Engineering Department.

All residential services shall be a minimum of ¾". At the discretion of the Service/Engineering Departments, a larger service may be required. All commercial service taps shall be a minimum of 1".

102.04 Installation Procedures

Service lines of ¾", 1", 1 ½", and 2" shall be of type 'K', soft copper. Couplings shall be flare-type for ¾" and 1". Couplings on 1 ½" and 2" lines shall be flare or compression, as designated by the Service Department. Service lines of 3" or larger shall be Ductile Iron Pipe, cement-lined, as referred to in 101.03.

All service taps shall be saddled unless otherwise specified. Saddles shall be Stainless Steel, Nylon-coated with stainless steel bands, or Ductile Iron tapping sleeves, at the discretion of the Water Purveyor. Bronze saddles and/or stainless steel bolts may be required, at the sole discretion of the Water Purveyor.

Corporation and curb stops shall be ball-type, per AWWA C800. Corporation stops shall be tapered thread (cc) by flare. Curb stops shall be flare by flare on taps of 1" and under. 1 ½" and 2" corporation

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stops shall be tapered thread (cc) by flare or compression, and curb stops shall be flare by flare or compression, both being at the discretion of the Service Department.

All taps of 3" or larger will follow requirements set forth in 101.03 and 101.04.

Curb boxes shall be size 94E, screw-type cast iron boxes, 2 ½" ID, with the word "Water" plainly embossed on the lid, attached with a brass bolt. All curb boxes shall be aligned and brought to finished grade upon installation.

Copper service lines shall be bedded in clean sand. Copper pipe taps shall be covered with a minimum of 6" (six inches) of sand. Ductile Iron Pipe taps and valves shall be covered with **washed** #57 gravel. Limestone is not permitted. Service lines shall have a minimum of four (4') feet and a maximum of six (6') feet of cover. Backfill material must be clean and free of rocks.

All service line materials shall be **domestic-made** and subject to the approval of the Service Department.

102.05 Pressurization and Sterilization

All service lines of 3" and larger shall be pressure tested and sterilized as required in 101.04.

Service of ¾" up to and including 2" may be required to be sterilized and/or pressure tested, at the discretion of the Service Department.

102.06 Maintenance and Repair

When a leak in a service line (from the main to the meter) is brought to the attention of the Service Department, the property owner shall be notified, in writing, by means of letter or notice left at the door. This notice shall advise of the problem, and contain a directive to repair with reasonable dispatch. If, within a 24-hour period, evidence shows that the owner has failed to take protective action, water service to the premises will be shut off at the control valve or corporation stop. Service will not be restored until directed repairs have been made, to the satisfaction of the Service Department. If a hazardous situation exists, water will be shut off immediately, prior to the written notice.

102.07 Temporary Disconnection of Service

A service may be temporarily disconnected, according to a prescribed manner, with permission of the Service Department. A representative of the Service or Engineering Department must be present during the disconnection, at expense of the property owner. The contractor, in writing, shall notify all affected customers, at least 24 hours prior to disconnection.

CHAPTER 103

FIRE PROTECTION SERVICE

RULES AND REGULATIONS

103.01 Application For Service

Fire Protection Service shall be defined as any tap from the City main which will service private property fire hydrants and/or interior fire suppression systems.

An application must be made for any new installation or modifications to existing systems through the Building Department. Detailed plans and specifications shall be provided. Plans will be reviewed and approved by the Service, Engineering, Building, and Fire Departments.

Hydraulic calculations shall accompany material specifications. Calculations and specifications may be requested for existing services.

103.02 Size and Location

Using a water usage disclosure form, hydraulic calculations, and building plans, the size and location of a fire system will be determined by the Fire, Service, Building and Engineering Departments.

103.03 Installation Procedures

All fire systems shall be constructed of Ductile Iron Pipe and follow procedures set forth in Section 101.03. A tapping valve shall accompany the tap sleeve, and a second property valve shall/may be required. Pressure testing and sterilization shall follow Section 101.04.

All current AW WA and NFPA standards shall apply.

103.04 Pressure Regulation

All interior fire suppression systems shall have Backflow Prevention Assemblies. The Water Purveyor shall determine the size and type. All backflow assemblies shall contain detector-check meters.

Pumps may be installed on the fire suppression system, at the discretion of the Service, Fire, and/or Engineering Departments, when conditions warrant.

103.05 Maintenance and Repair

Fire systems will originate with the tapping sleeve and terminate at the last sprinkler head, or hydrant, on the fire line. Responsibility for maintenance and repair rests with the property owner.

Any underground maintenance of the fire line, hydrants, valves, or appurtenances must be approved by the Service Department prior to the commencement of work. In the event of an emergency, the Service Department may elect to make appropriate repairs, at the owner's expense.

The Service and/or Fire Department reserve the right to make periodic inspections of private fire systems and require maintenance and/or repair. Routine maintenance is the responsibility of the property owner.

103.06 Hydrants

Hydrant regulations established in Section 101.08 shall apply to all private fire systems.

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103.07 Ownership

Ownership of a private fire system shall originate with the tapping sleeve at the main and end at the last hydrant and/or sprinkler head in the system. The property owner shall retain ownership of the fire system for its duration.

CHAPTER 104

METERS AND BACKFLOW PREVENTION

104.01 General Provisions

All water services within the City system shall be metered. Private, dedicated fire suppression lines are not required to be metered, but shall contain detector-check meters as part of the backflow prevention assembly.

All meters, except for detector-check meters, shall be purchased from the City, as part of the water application process. Prices for meters shall be dependent on the size, with costs adjusted annually as market conditions dictate. Customers shall pay a purchase price, as a one-time service charge, for the meter, but the City shall retain ownership of all meters in its system.

No more than one meter, except for a lawn irrigation meter, may be installed on a single service line. In the case of multiple occupancy buildings, separate outside control valves and meters shall be required. Conversion from a single service to multiple metering shall be considered a new service and regulations in Chapter 102 shall apply.

104.02 Size and Location

Meters shall be sized and typed by the Service Department.

Meter settings shall contain shut-off valves on the inlet and outlet of the meter, as close as possible. Valves shall be the same diameter as the piping. Couplings and/or flanges are included in the purchase of the meter.

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Meters are required to be set in a horizontal position, as close as possible to the wall or foundation where it enters the building. All meters will be located in the interior of a building, in a readily accessible, heated, and protected area. All meters must be supported in such a manner as to relieve any undue stress on the adjacent piping. The top face of a meter shall be a minimum of 24" and a maximum of 36" from the finished floor and in a horizontal position.

All meter settings shall have unobstructed access for the purpose of reading, servicing, and/or replacing.

Meter vaults are prohibited.

See Detail sheets

104.03 Meter Accuracy

Meters utilized by the City of Streetsboro shall meet accuracy specifications of AWWA. This shall apply to both new and re-conditioned meters.

104.04 Maintenance and Repair

Meters in the City of Streetsboro water system are the property of the City, which will assume responsibility for their maintenance and repair. The City will assume costs associated with normal wear. Any repairs caused by customer neglect or malicious damage will be the responsibility of the property owner. If deemed necessary, a new meter will be installed, with the property owner assuming responsibility for all associated costs.

104.05 Tampering, Removal, By-passes

Meter assemblies shall not be tampered with, removed, or by-passed without the express permission of the Service Department. If evidence is found reflecting any of the above, water service to the premises will be suspended immediately. Service will not be re-instated until all requirements have been met, and payments made in full, to the satisfaction of the Service Department. NOTE: A meter or backflow *assembly* is defined as the configuration of two shut-off valves, couplings/flanges, and meter or backflow preventer.

By-pass configurations may be required on meters of 4" and larger. The size of the by-pass meter, its configuration, and backflow prevention device shall be at the sole discretion of the Service Department. Under normal operating conditions, this by-pass shall remain closed, with chains and lock, on wheeled gate valves. Only Service Department personnel will access locks.

104.06 Exterior Reading Equipment

Exterior reading receptacles are required on all metered services. These devices will be wired and installed by the Service Department, and placed in an easily accessible location, on the exterior of the building, as determined by the Service Department. Remote reading devices must be installed prior to occupancy.

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In the event of a malfunction of the exterior receptacle, the visual reading of the meter shall prevail at all times.

104.07 Entrance to Premises

Employees of the Service Department shall be granted access to any premises served by the City water system for the purpose at reading, repairing, or inspecting the meter, service line, backflow device, and/or interior plumbing. Access will be unrestricted during reasonable hours.

104.08 Backflow Prevention

The City of Streetsboro requires a backflow prevention assembly on all commercial services of one (1") inch or larger. This regulation will also include fire suppression supply lines. The type of device shall be at the sole determination of the Water Purveyor. Backflow assemblies may also be required in residential settings, at the discretion of the Water Purveyor.

The setting of the meter/backflow preventer assemblies shall conform to Section 104.02.

The Water Purveyor retains sole authority to enforce the installation, testing, and use of backflow prevention devices. Failure to comply will result in the discontinuance of water services until such time as compliance is reached to the satisfaction of the Water Purveyor.

Backflow prevention devices will be tested upon installation and a minimum of yearly thereafter. NO occupancy permits will be issued until such time as test results have been received, to the satisfaction of the Water Purveyor.

See Detail sheet.