

**POLICY: UTILITY BILLING FOR NEW CONSTRUCTION ACCOUNTS POLICY**

ORIGINAL ADOPTION: 12/13/2016

REFERENCE NO. FIN-012

REVIEWED/UPDATED: TBD

PURPOSE

To prescribe the policies and procedures for initiating utility billing on new construction accounts.

POLICY AND PROCEDURES**Mandatory Connection**

Chapter 74 Utilities – mandates that all properties be connected to the water and sewer system. In the case of new construction, trunk charges for water and sewer are paid for each new connection that provides funds “to establish, construct, repair, replace, maintain, enlarge, and improve said system”. In addition, service connection and meter fees are paid.

Establishment of Utility Billing Accounts

As part of the requirements to issue a Certificate of Occupancy (C/O), the meter has to be hooked up and the remote reader functional. Assuming no service lines previously existed for the property (i.e. previously vacant land or subdivision), utility billing will begin when the property is actually occupied and/or 1,000 or more gallons of use are registered during a normal read cycle and shall continue to bill from that point forward regardless of whether the property is occupied or not.