



Utility Billing for New Construction Accounts		
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:

1.1 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.

1.2 Establishment of Utility Billing Accounts

As part of the requirements to issue a certificate of occupancy, the meter has to be hooked up and the remote reader functional. Assuming no service lines previously existed for the property (ie. 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.