



# Jefferson County Environmental Services

## Private Meter Requirements

Private meters are secondary water meters that are permanently installed on the water line by the customer, at the owners' expense, to measure non-sewer uses such as lawn irrigation systems, pools, etc. (Note: portable meters that screw onto the end of hose bib or faucet are not allowed.)

After installation, the meter must be registered by a Jefferson County Environmental Services Sewer Service Inspector. The meter credit will start from the initial reading of the meter at the time of inspection. Credit is not retroactive. It is the responsibility of the homeowner, or business owner to inform Jefferson County of a private meter installation and request an inspection on that meter.

It is the responsibility of the homeowner, or business owner to read the meter and submit the reading on the proper private meter form to the Jefferson County Environmental Services Department, located at 716 Richard Arrington, Jr. Boulevard North - Suite A-300, Birmingham, Alabama 35203.

The homeowner, or business owner, or person responsible for reading the meter must be present at the time of registration.

The applicable form that is to be submitted must be filled out completely in order to be processed properly. Failure to do so may result in the form being returned to you for completion. Readings should be submitted every 6 months, but not more frequently than every 6 months. A processing fee shall be administered at each submission. This processing fee will be deducted from credit issuance. Do not send cash or check for this fee. Please allow 12 weeks to credit your Water Works account.

Note: All residential (single family dwellings) are normally charged at 85% of their consumption. Those who choose to register a private meter will be charged at the 100 % rate, but will receive an adjustment for the amount of water use through the private meter at their respective intervals of submission. Also note: Each time service is transferred the private meter must be registered to receive credit.

Please call the Sewer Impact Office at 205-325-5801 for initial registration.



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## Jefferson County Environmental Services Department

### Private Meter Reporting Form

Please complete form in its entirety and allow 12 weeks for your account credit

Mail To: Sewer Impact Office  
716 Richard Arrington, Jr. Boulevard North  
Suite A-300  
Birmingham, Alabama 35203

(PLEASE DO NOT MAIL WITH WATER BILL)

Phone: 325-8732--Residential

Phone: 325-5347--Commercial

From:

NAME: \_\_\_\_\_ DAYTIME PHONE: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

NAME OF WATER PROVIDER: \_\_\_\_\_

WATER/SEWER BILL ACCOUNT # \_\_\_\_\_

PRIVATE METER # \_\_\_\_\_

PRESENT METER READING (GAL-CF) \_\_\_\_\_

PREVIOUS METER READING (GAL-CF) \_\_\_\_\_

NET (GAL-CF) \_\_\_\_\_

The above figures are for the period between the dates of:

\_\_\_\_\_ AND \_\_\_\_\_  
Month / Day / Year                      Month / Day / Year

PLEASE SUBMIT A READING EVERY SIX MONTHS & BE SURE TO INCLUDE ALL NUMBERS EXACTLY AS INDICATED ON YOUR PRIVATE METER DIAL/FACEPLATE WITH RESPECT TO ANY FIXED ZEROS. CREDITS ARE LIMITED TO ONE RETROACTIVE YEAR PER THE JEFFERSON COUNTY SEWER USE ORDINANCE, AND PURSUANT TO ALABAMA STATE LAW.