

PROCEDURES FOR PERMIT TO INSTALL (PTI)

- Owner of property/Meter Installer picks up the permit packet at the Village Hall.
- Owner/Meter Installer fills out PTI application and supplies all information asked for.
- Owner(s) signs application.
- Owner pays permit fee. Fiscal Officer signs the PTI indicating the PTI fee has been received.
- Village Hall will forward PTI and all information to the Village Engineer for his review and approval signature.
- PTI is approved by BPA.
- PTI is copied to the property owner and to the Meter Installer.
- Meter Installer is responsible to pull a plumbing permit with Stark County's Plumbing Department and provides them with the PTI.
- An official at the Plumbing Department will make a copy of the PTI for their records.
- Meter Installer calls the Stark County Health Department at 330-493-9904, ext. 243, to request an inspection by the Plumbing Inspector.
- Stark County Plumbing Inspector inspects the meter and if approved, signs the PTI provided to them.
- Stark County Plumbing Inspector will provide the signed PTI to the Village Hall.
- Village Hall then notifies the Property Owner that it is ready to be read on or around the 25th of each month.
- The first metered billing will be sent out two months later on the first of the month. Example: first reading is June 1^s; the second reading is July 1st. Metered usage bill for the month of June will be sent out on or around August first.
- Using the example above, unmetered users will be sent their May unmetered usage bill June 1st and their metered usage bill will be sent out August 1st.

CONTRACTORS FOR WATER METERS

1. Contractor shall fill out a Village Contractor Registration Application.
 - a. Fees: \$60.00 the first year and \$40.00 renewal.
 - b. \$10,000 Bond Insurance
 - c. \$1,000,000 Certificate of Liability
2. Water Meter PTI Application fee: \$150.00
3. Contractor shall be a Licensed Plumber.
4. Contractor shall be an approved Water Meter Installer.

Submit all paperwork to the Hartville Village Office between the hours of 8:00 a.m. to 5:00 p.m. Monday through Fridays, with the exception of Thursdays from 8:00 a.m. to Noon.

Fee: \$150.00

**INSTITUTION, COMMERCIAL OR INDUSTRIAL
FACILITY WATER METER PTI APPLICATION**

The undersigned, being the _____ of the property located at _____
(Owner) (House/lot number)
on the _____ side of _____ does hereby request a permit to install
(North, South, East, West) (Street name)
and connect a water meter to serve the property at said location.

1. The name and address of the person or firm who will perform the proposed work is _____.
_____. Has the bonding, contractor, and license required for water meter
workers been secured from the Village? _____ Yes _____ No
2. Plans and Specifications for the proposed water meter are attached hereto as Exhibit "A". (The Village
Engineer must indicate his approval of these plans and specifications before a permit can be issued.)
3. Water meters are subject to all regulations by the Village, and any amendments to the water meter
regulations.
4. Water meters shall meet Village Water Meter requirements and approved by the Village Engineer.

In consideration of the granting of this permit to install, the undersigned agrees:

5. To accept and abide by all provisions of the water meter regulations and other applicable ordinances.
6. To maintain the water meter at no expense to the Village. Maintenance records shall be maintained and
supplied to the Village.
7. To notify the Village when the water meter is ready for inspection and the connection to the water supply is
completed. Any underground water conduit shall remain exposed until inspected and approved. Only
approved sections shall be backfilled. Once water meter sewer billing is established, billing cannot be
reversed unless approved by the BPA.
8. To grant access to the Village at all times for the purpose of reading the meter or inspection of the meter.
9. Does the applicant have existing indebtedness to the Village _____ Yes _____ No
10. To accept and abide by any provisions for extra strength discharge surcharges. (Actual and /or
Engineering practices)

DATE: _____ SIGNED: _____
(Owner Signature/Title)

Application approved and permit to install issued: Permit No. _____ Fee Paid _____
 Cash Check – (Attach Copy)

Date: _____ Signed: _____
(BPA Member)

Date: _____ Signed: _____
(Fiscal Officer)

Date: _____ Signed: _____
(Village Engineer)

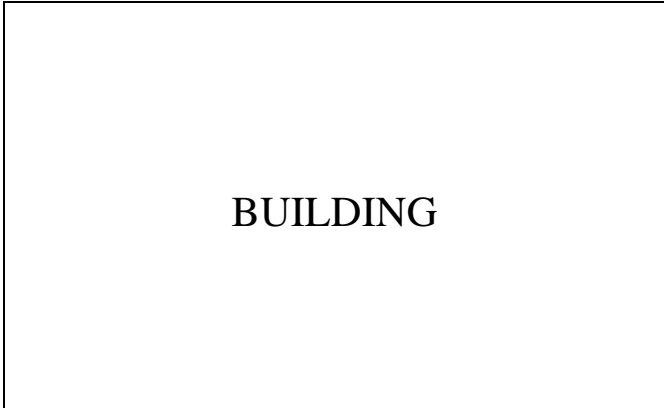
Installation Approved: _____ Date: _____
(Stark County Health Department Plumbing Inspector)

EXHIBIT A
COMMERCIAL BUILDING WATER METER P.T.I.
(EXAMPLE)

PROPERTY OWNER _____ LOT NO. _____

PROPERTY ADDRESS: _____

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W § E
S



SKETCH ABOVE SHALL DENOTE:

- **Meter Model and Size**
- **Building Pipe Size**
- **Location of meter in building (i.e.: SE corner of building)**
- **Sketch of plumbing/meter – including well, pump, storage tank, and external sensor.**