

REQUEST FOR NEW WATER SERVICE INSTALLATION

Where there is to be a new water service installed, please contact City of Traverse City Water & Sewer Maintenance at (231) 922-4923, option 2. The general process is as follows:

1. For new Water Tap, please see instructions located on the Water Tap Application
2. Once building is ready for water meter installation, visit the Water & Sewer Maintenance office building located at 604 Hannah Ave to pick up a meter horn and meter wire. At this time, we will collect billing information for the meter package. Pricing for meter packages is as follows:
 - ¾" Meter Package: \$425
 - 1" Meter Package: \$525
 - 1 ½" Meter Package: \$820
 - 2" Meter Package: \$1,150
 - 3" and 4" Meter Packages: T&M
3. Contractor installs meter horn and runs meter wire from water meter location to an exterior wall on building, **per city ordinance 1044.09 (g)**.
4. Contractor calls Water & Sewer Maintenance to schedule water meter installation. Before water meter is installed, The City of Traverse City **must know who will be responsible for water/sewer monthly bill**. Please provide a name, valid mailing address, and phone number.
 - a. After water meter is installed, the person/company responsible for the monthly water/sewer bill will call Utility Billing at (231) 922-4431 to finish setting up their account.
5. Water & Sewer Maintenance installs water meter and turns water on if necessary. A \$25 turn-on fee will be added to water/sewer monthly bill.

If you have any additional questions, please contact the Water & Sewer Maintenance Division at (231) 922-4923 x 2, or email jstout@traverscitymi.gov.