



**DEPARTMENT OF PUBLIC WORKS**  
**WATER METER SIZE CHANGE CHECKLIST**

Below is the checklist of requirements for a change in the size of a water meter.

- Engineering Permit required (for Upsizing only) \* – Issued by City of Weston Building Code Services
  - o Needed for all water main taps and pipe adjustments prior to the water meter.
  - o Water flow rate (meter sizing) calculations signed & sealed by a professional engineer/architect.
  - o Service line size shall be adjusted to accommodate new meter size fittings and proposed meter space/length.

*\* Only for properties located within Indian Trace Development District (ITDD) part of the City of Weston.  
 For locations in Bonaventure contact City of Sunrise Community Development Department.*
  
- Plumbing Permit required - Issued by City of Weston Building Code Services
  - o Needed for all work done on applicant’s side of the meter. Work includes:
  - o New backflow device sized accordingly with proposed meter size.
  - o New piping and fittings adjustments after the meter.
  
- ITDD Water Meter Application required\*\* - Issued by City of Weston Public Works Department
  - o Applicant to provide copy of approved Plumbing and Engineering Permits.
  - o Water flow rate (meter sizing) calculations signed & sealed by a professional engineer/architect.
  - o Meter Installation Fee.
  - o Change in Meter Size Fee.
  - o ITDD Connection Fee – Only required for the upsizing of an existing meter.

*\*\* Only for properties located within Indian Trace Development District part of the City of Weston.*
  
- City of Sunrise Water Meter Application - Issued by City of Sunrise
  - o City of Sunrise Plant Connection fees may apply. Contact City of Sunrise Community Development City
  - o City of Sunrise Water Meter Application. Contact City of Sunrise Public Service 954-746-3232

Contact Information

City of Weston Building Code Services	City of Weston Public Works Department	City of Sunrise Community Development Department	City of Sunrise Public Service Department
Admin. Services Center 17250 Royal Palm Blvd Weston, FL 33326 Ph: 954-385-0500 Fax: 954-384-7723	Public Works Services Ctr 2599 South Post Road Weston, FL 33327 Ph: 954-385-2600 Fax: 954-385-2610	City Hall Annex 1601 NW 136 Ave, Bldg A Sunrise, FL 33323 Ph: 954-746-3284 Fax:954- 572-2479	City of Sunrise - City Hall 10770 W. Oakland Park Blvd Sunrise, FL 33351 Ph: 954-746-3232 Fax:954-746-3287