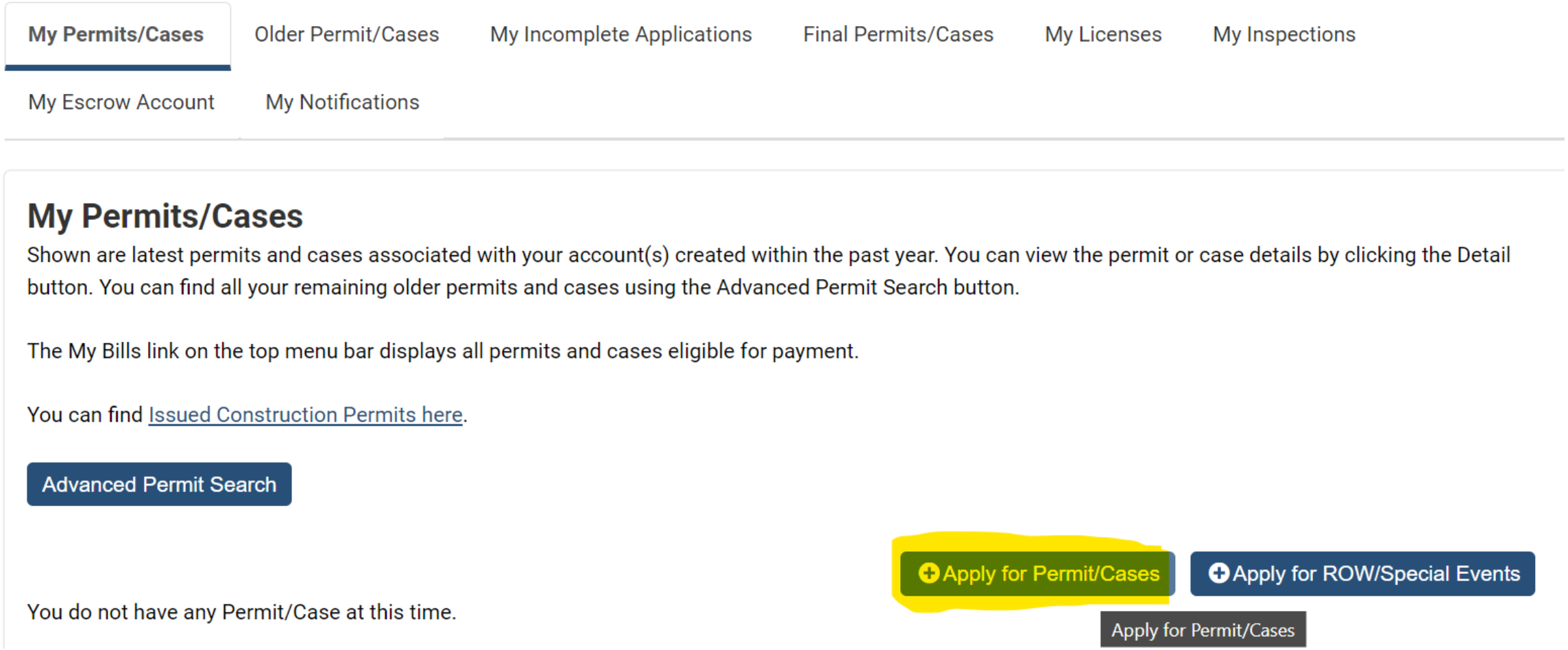
Commercial Water Meter Application

Aplicación de medidor de agua comercial

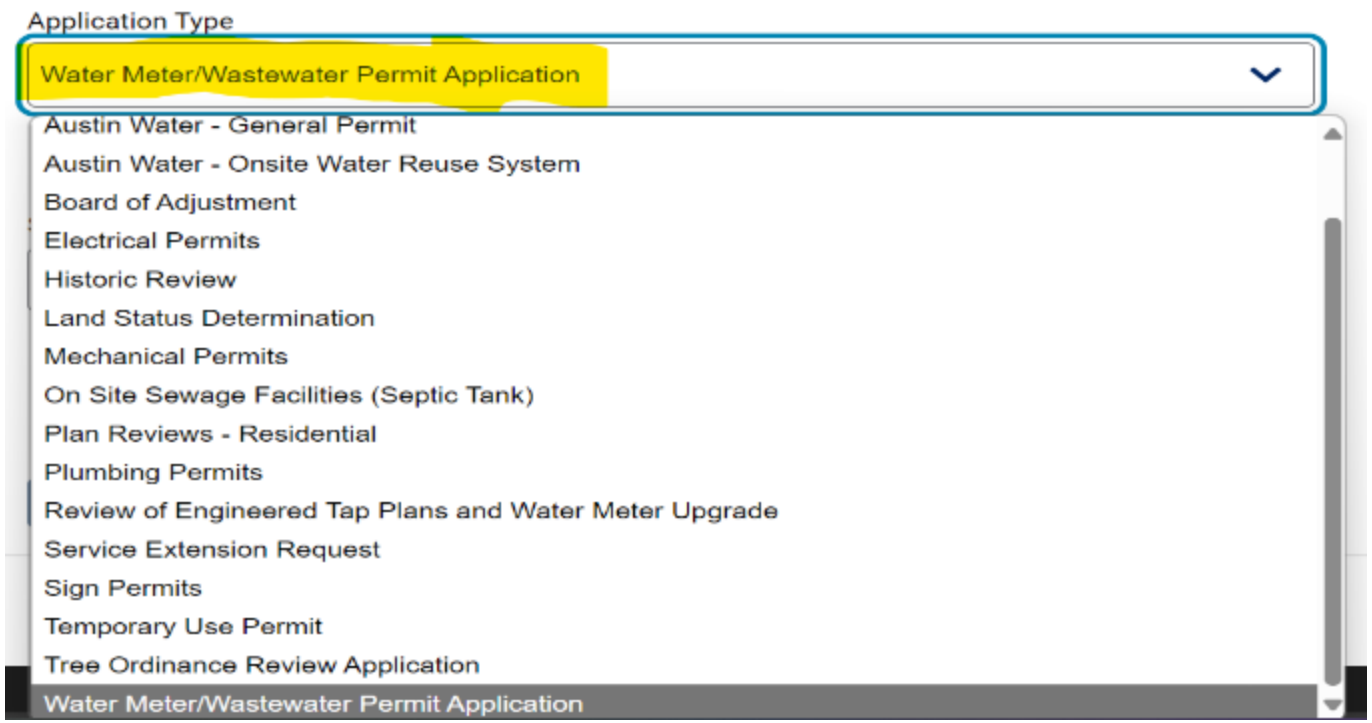
Step-by-Step Guide

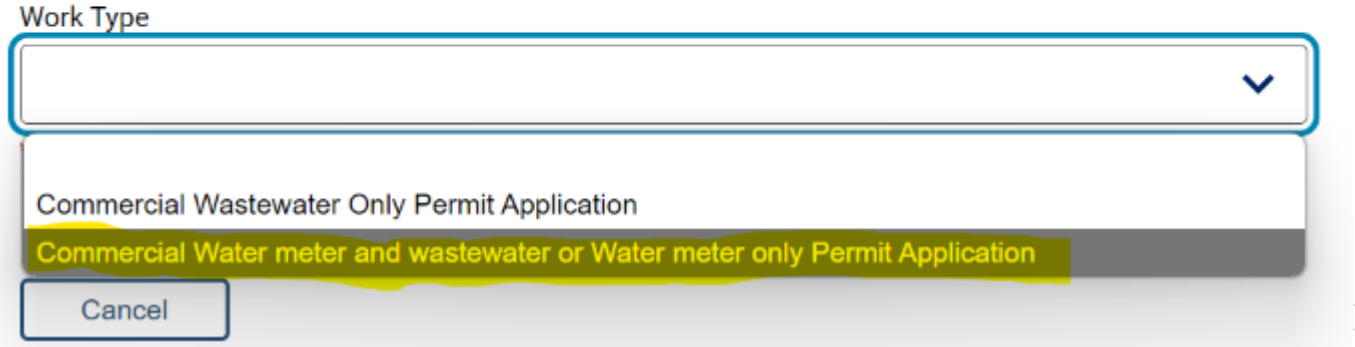
Guía paso-a-paso



Once you create an account / login to your account, please click the **'Apply for Permit/Cases'** button.

Una vez que cree una cuenta/inicie sesión en su cuenta, haga clic en el botón **"Solicitar permiso/Casos".**





The application type will be **'Water Meter/Wastewater Permit Application'** at the bottom of the list.

Sub Type is Commercial

Work Type:

- **if switching from septic to sewer and do NOT need a water meter, select Commercial Wastewater Only**
- **for all other applications that require a new water meter, please select the bottom option.**

El tipo de solicitud será "Solicitud de permiso de medidor de agua/aguas residuales" al final de la lista.

El subtipo es commercial

Tipo de trabajo- Commercial

si cambia de sistema séptico a alcantarillado y NO necesita un medidor de agua, seleccione Solo aguas residuales comerciales

Para todas las demás aplicaciones que requieren un nuevo medidor de agua, seleccione la opción inferior.

Applicant

Austin Water (Randall Senn)

You must acknowledge the following statements before submitting an application request using this system.

- I understand and agree to the conditions in the application and all permitting requirements. I hereby apply for a tap connection to the water and/or wastewater system at the service address on this application.
- If any of the information I provide is incorrect, I understand that I may have to pay capital recovery fees or other costs associated with relocation of water or wastewater connections.
- I authorize Austin Water/City of Austin to enter upon the above-described private property to conduct inspections related to this application.
- Please be aware that for Water/Wastewater applications you will be required to provide personally identifiable information (PII) such as driver's license or SSN to process the application. The information will be sent securely via this website/Portal.
- Online applications imply my signature.

Enter the description and scope of work for this permit. **(1884 characters left)**

(5/8, 3/4, 2, - meter size on plan) PD/FD/TURBINE DOMESTIC/IRRIGATION water meter for Restaurant/Industrial/Shop/etc

Please select yourself or the appropriate party as Applicant, then enter a description of the work.
Meter size > type > purpose > building type

Seleccione usted mismo o la parte adecuada como Solicitante y luego ingrese una descripción del trabajo.
Tamaño del medidor > Tipo > objetivo > tipo de edificio

Select the appropriate answers based on your jurisdiction zone. If urban/full purpose- No ETJ and Yes to building permit

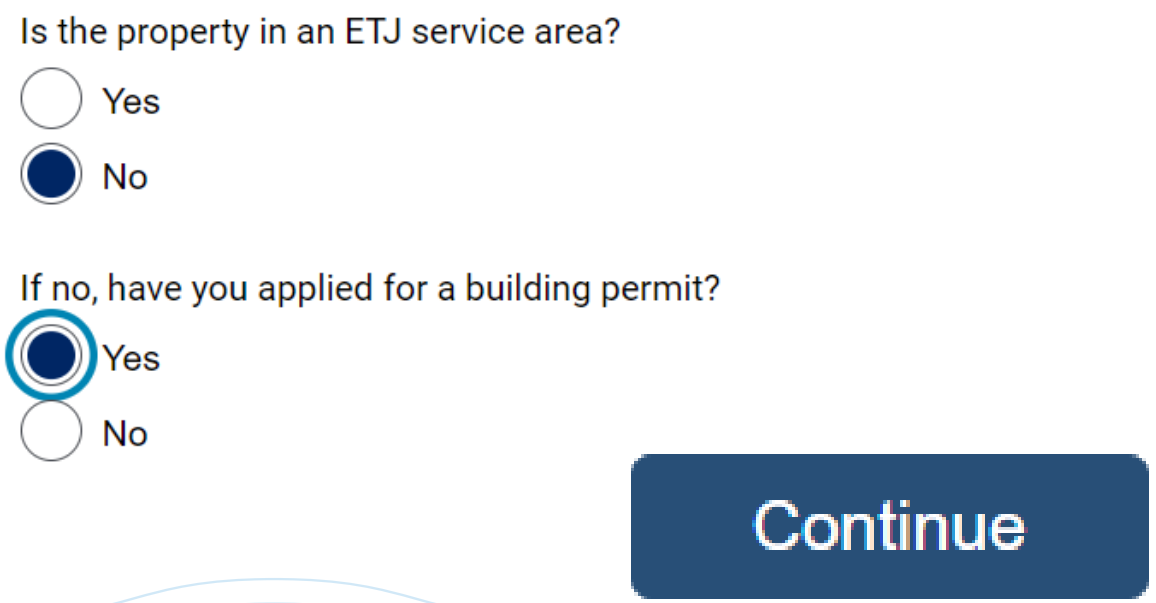
If outside city limits/ETJ- YES to ETJ service area and No to ‘have you applied for a building permit’

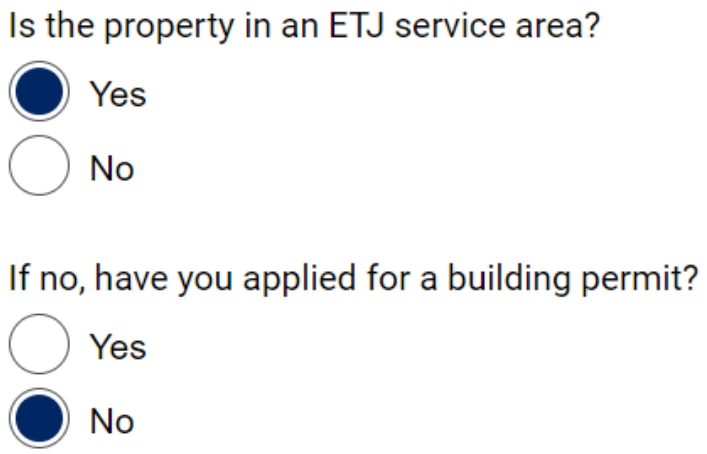
Then click continue

Seleccione las respuestas apropiadas según su zona de jurisdicción. Si es urbano/de propósito pleno- No en ETJ y Sí al permiso de construcción

Si fuera de los límites de la ciudad/ETJ – Sí en ETJ y Di no a ¿Ha solicitado un permiso de construcción?

Luego haga clic en continuar





For the Address search, leave the address type as All & enter your street number and name and click Search.

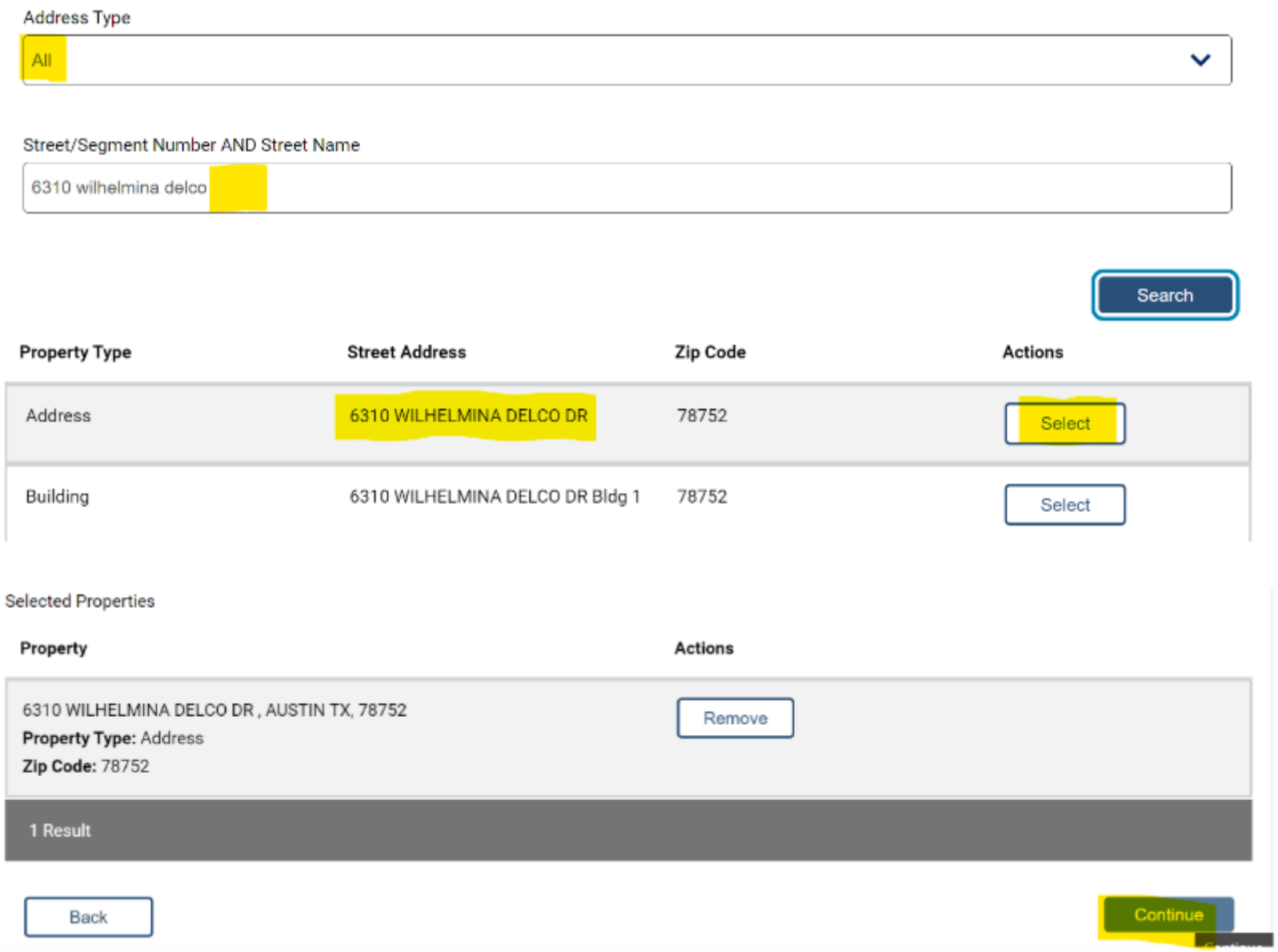
Example- 6310 Wilhelmina Delco. Don’t add DR/LN/BLVD or your property may not come up.

Once you find your property- Select and Continue

Para la búsqueda de direcciones, deje el tipo de dirección como Todo, ingrese el número de la calle y el nombre y haga clic en Buscar.

Ejemplo- 6310 Wilhelmina Delco. No agregue DR/LN/BLVD o es posible que su propiedad no aparezca

Una vez que encuentre su propiedad- Seleccionar y continuar

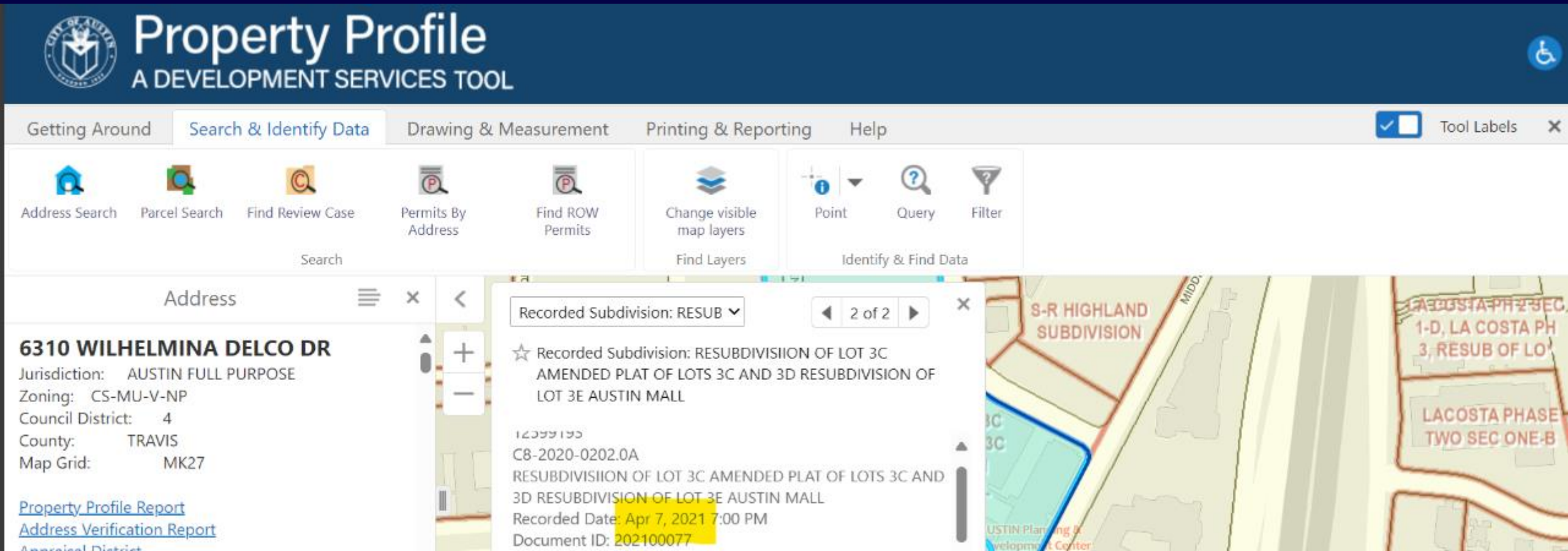


The next step is to select the appropriate choice for the plat/land status date.
You can refer to your most recent land status or final plat document.

Example- this one was recorded in April 2021.

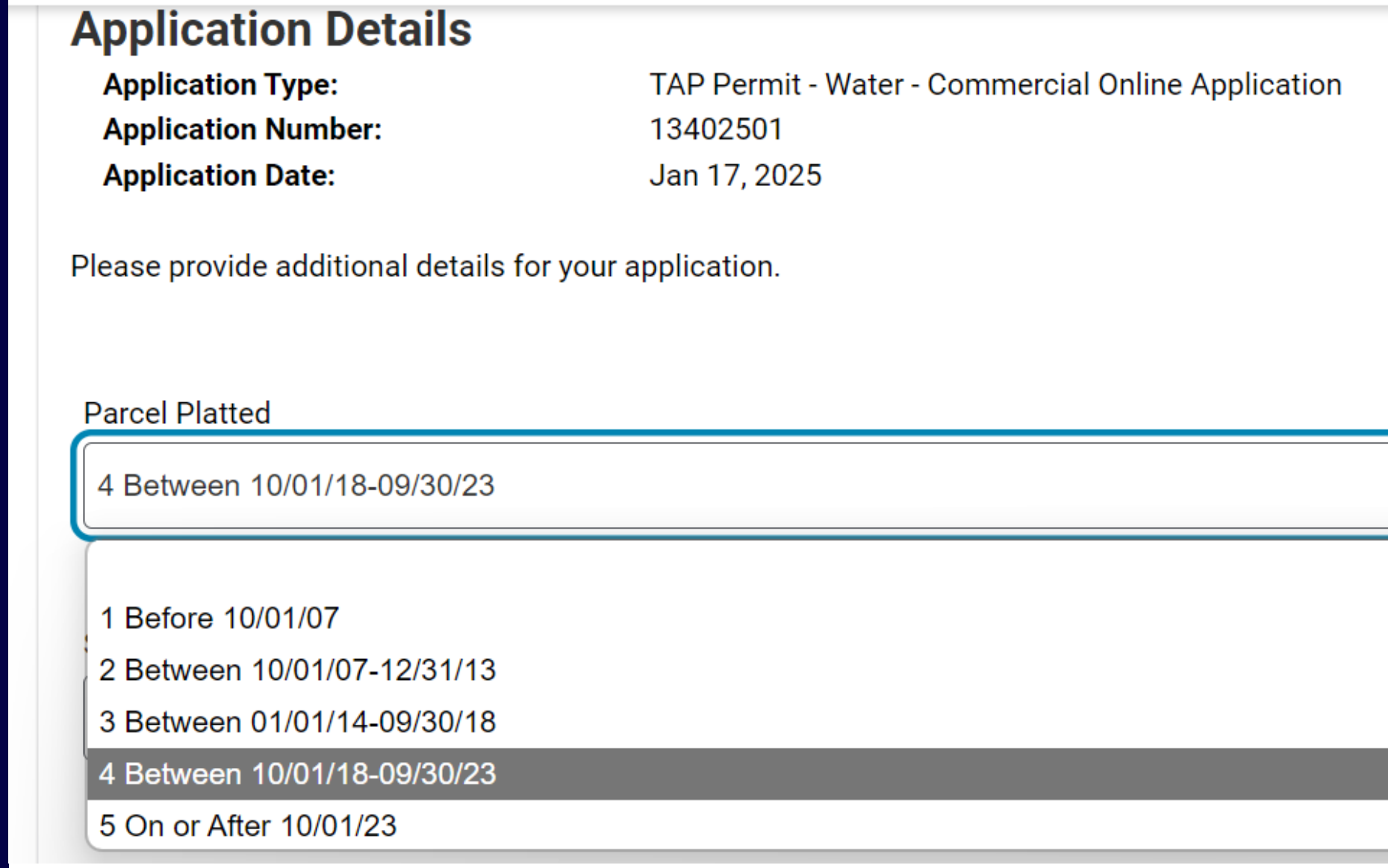
El siguiente paso es seleccionar la opción adecuada para la fecha del estado de la plataforma/terreno.
Puede consultar el estado de su terreno más reciente o el documento de plataforma final.

Ejemplo: este se registró en abril de 2021.



This example was platted in April 2021, so it's under #4 on the plat selection. Select and continue.

Este ejemplo se diseñó en abril de 2021, por lo que se encuentra en el puesto 4 en la selección de plataformas. Selecciona y continúa.



Parcel Platted

4 Between 10/01/18-09/30/23

Service Unit Number (For FD Meter Only)

Utility Service billed to

Whoever pays the monthly bill

Meter Notice:

Meter 1.5 inches and larger must be purchased and ordered 90 days in advance of installation.

Meter(s) Requirement for Project:
Address: 6310 WILHELMINA DELCO DRIVE
Proposed Use: OFFICE
Type: COMPOUND
Size: 3" **GPM: 2-350**
Service Units: 16

Meter(s) Requirement for Project:
Address: GARAGE / RETAIL
Proposed Use: GARAGE / RETAIL
Type: P.D.
Size: 1.5" **GPM: 5-100**
Service Units: 5

Meter(s) Requirement for Project:
Address: HIGHLAND MALL
Proposed Use: IRRIGATION
Type: P.D.
Size: 1" **GPM: 3-50**
Service Units: 2.5

After the parcel plat date, there is a field for

Service Unit Number (For FD Meter Only)

This is only for fire demand meters. If you need a fire demand meter, enter the service units in this field. On the plans, they're usually on the meter notice table.

Leave it blank if you're not using one.

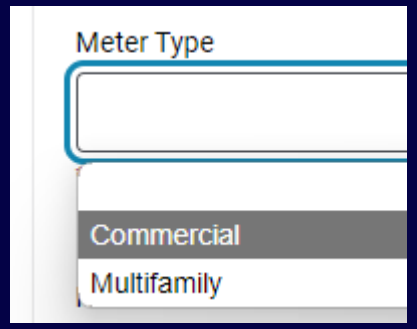
Fill out the rest of the form until you get to the meter selection.

Después de la fecha de la plataforma de parcela, hay un campo para

Número de unidad de servicio (solo para medidor FD)

Déjalo en blanco si no estás usando uno.

Complete el resto del formulario hasta llegar a la selección del medidor.



Select Commercial/Comercial or Multi Family/multifamiliar
& enter the number of units (if applicable)
ingrese el número de unidades (si corresponde)

Refer to your plans to select the appropriate meters

Consulte sus planos para seleccionar los medidores adecuados

Potable Meters

Domestic Meter 1

3 x 5/8" C

Domestic Meter 2

1 1/2" PD

Irrigation Meter 1

1" PD

Irrigation Meter 2

N/A

Meter Notice:

Meter 1.5 inches and larger must be purchased and ordered 90 days in advance of installation.

Meter(s) Requirement for Project:
Address: 6310 WILHELMINA DELCO DRIVE
Proposed Use: OFFICE
Type: COMPOUND
Size: 3" **GPM: 2-350**
Service Units: 16

Meter(s) Requirement for Project:
Address: GARAGE / RETAIL
Proposed Use: GARAGE / RETAIL
Type: P.D.
Size: 1.5" **GPM: 5-100**
Service Units: 5

Meter(s) Requirement for Project:
Address: HIGHLAND MALL
Proposed Use: IRRIGATION
Type: P.D.
Size: 1" **GPM: 3-50**
Service Units: 2.5

Please make sure to select from the correct category

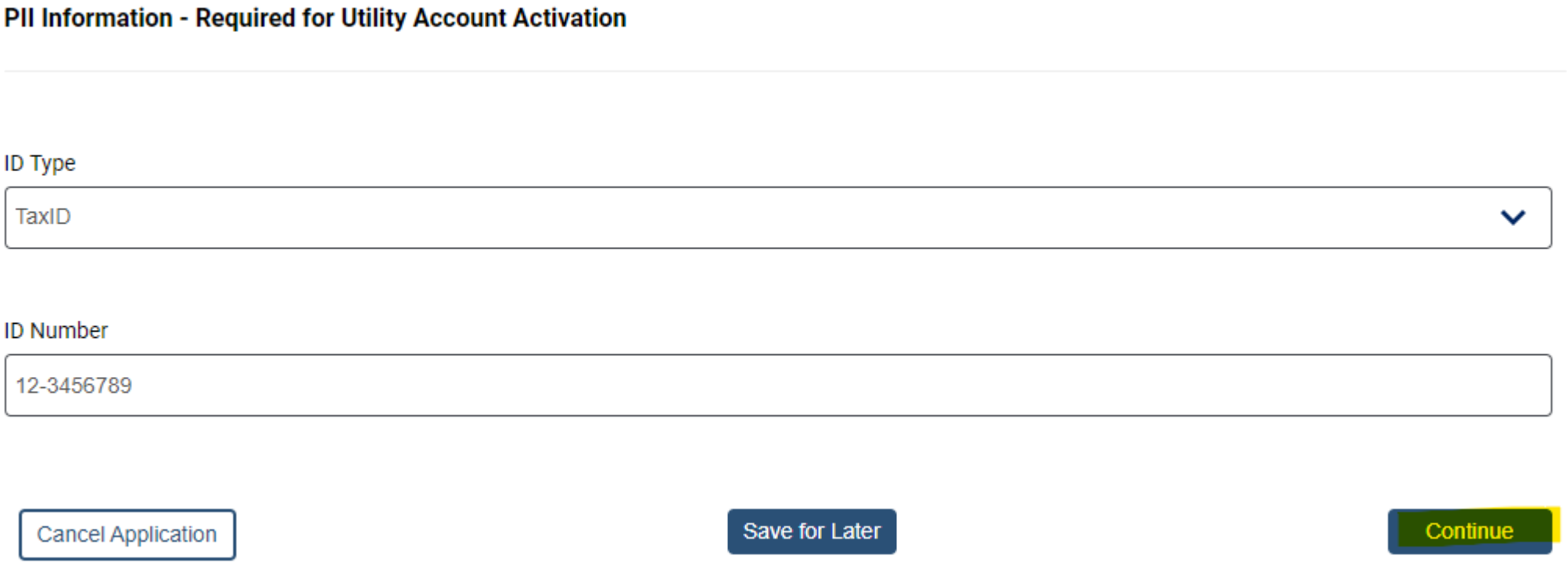
Domestic- Potable drinking water

Non Potable- Will have NP in name

Reclaimed- on reclaim water lines (purple on GIS), NOT FOR DOMESTIC.

Once you select the correct meters, please enter the TaxID of the applicant.
We must have a billing account to link the meters to.
Please call 512-494-9400 to create a COMMERCIAL account if you don’t have one.

Una vez que seleccione los medidores correctos, ingrese la identificación fiscal del solicitante.
Debemos tener una cuenta de facturación a la que vincular los medidores.
Llame al 512-494-9400 para crear una cuenta COMERCIAL si no tiene una.



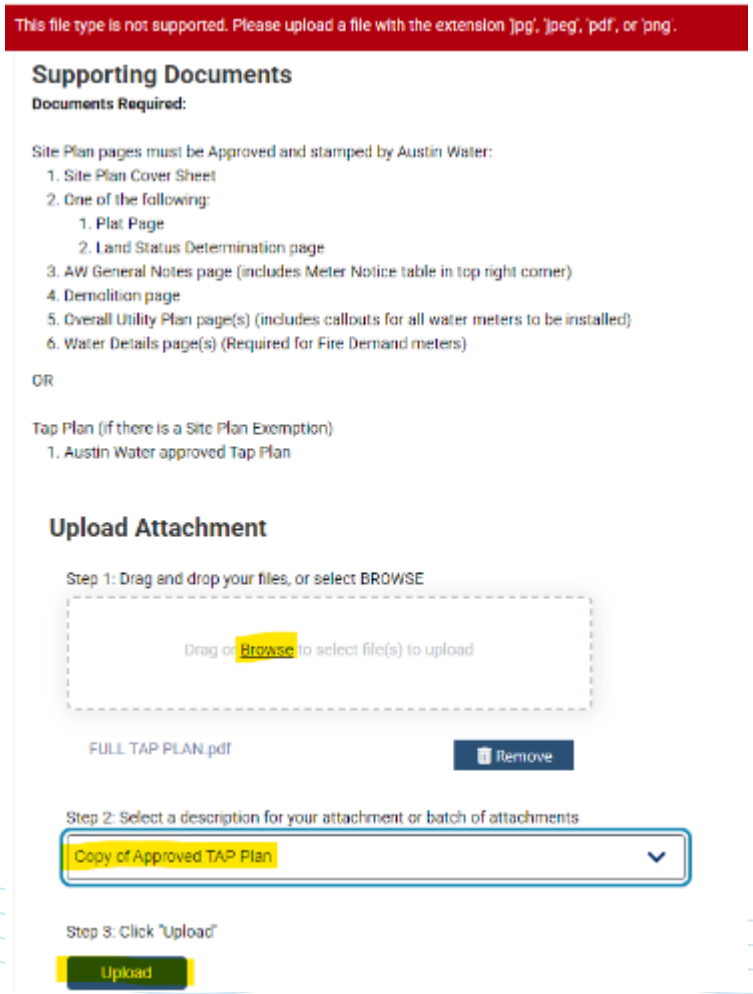
Supporting Documents
Documentos de respaldo

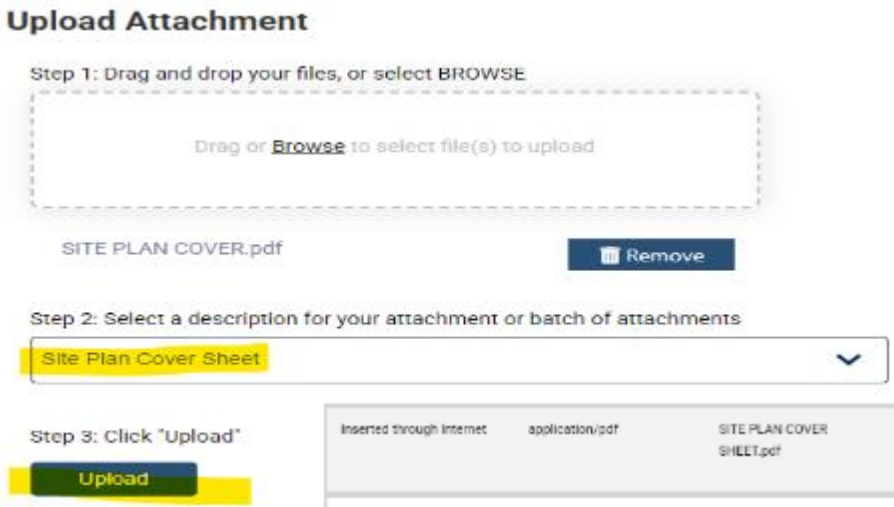
For this step, please upload your full tap plan file OR individual site plan pages.

- You can click ‘Browse’ to select files or drag and drop into the box

Para este paso, cargue su plan de tap completo O las páginas del plan de sitio individual.

- Puede hacer clic en "Examinar" para seleccionar archivos o arrastrarlos y soltarlos en el cuadro.





- If using a site plan, you’ll need to select each page before uploading.
- Si utiliza un plan de sitio, deberá seleccionar cada página antes de cargarla.

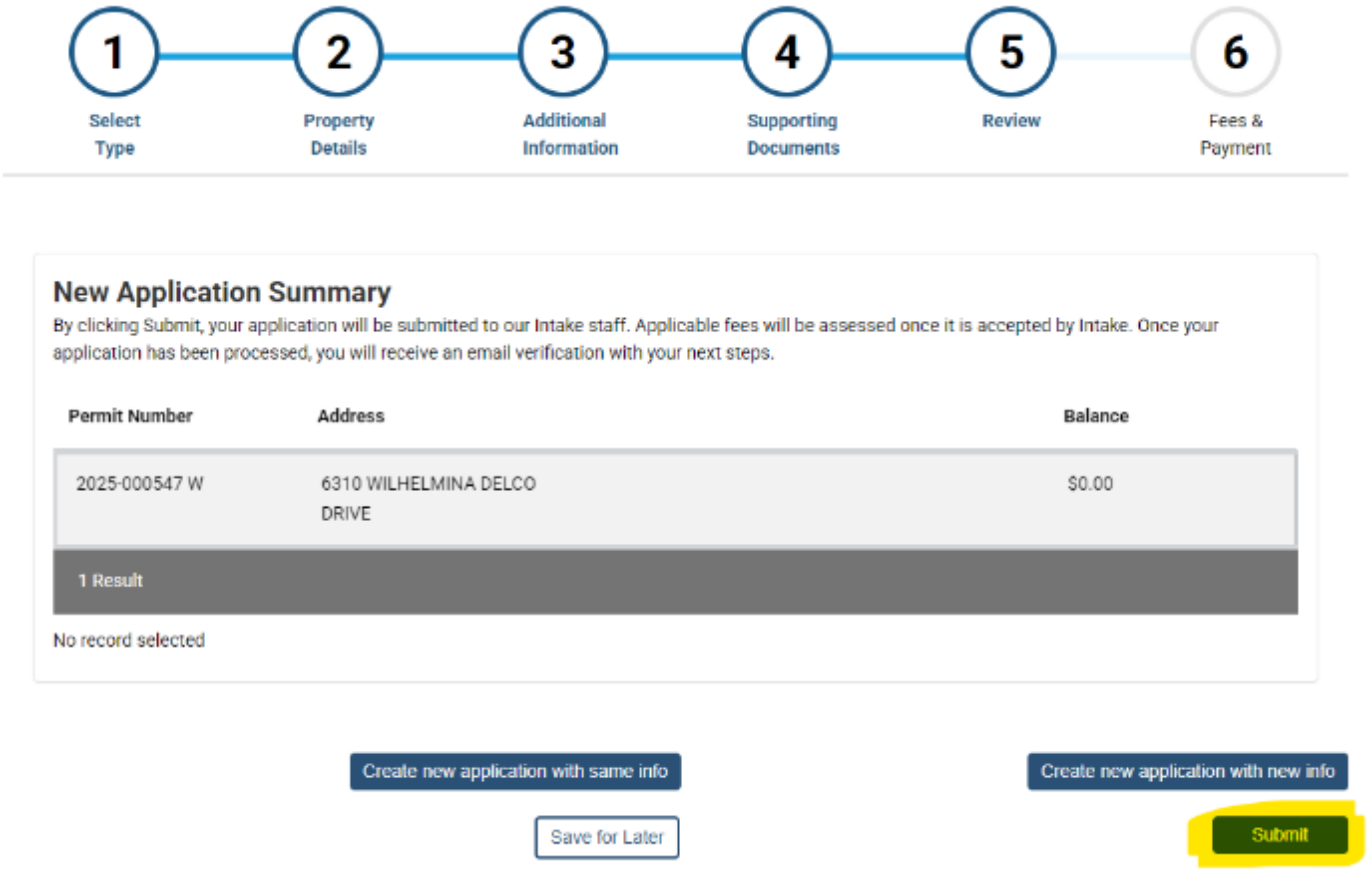
After all pages are attached, please click Continue.

Después de adjuntar todas las páginas, haga clic en Continuar.

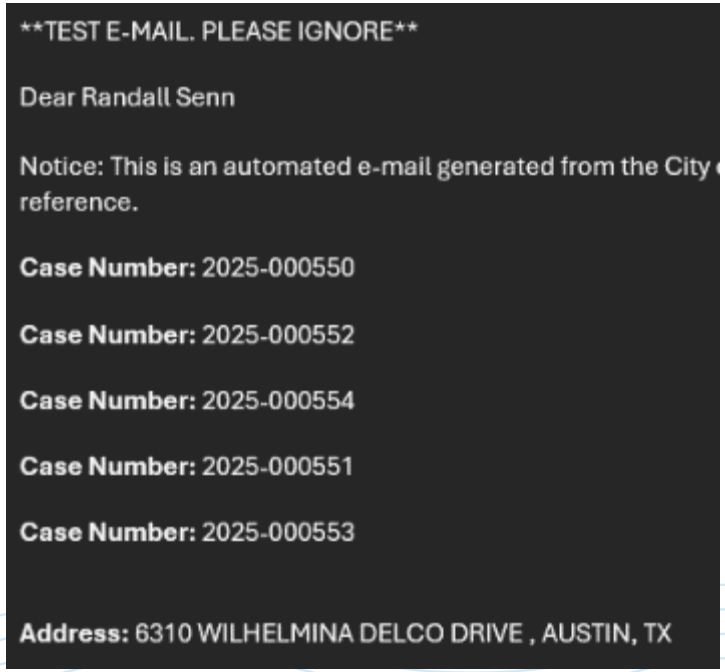
Inserted through Internet	application/pdf	SITE PLAN COVER SHEET.pdf	Site Plan Cover Sheet	Download / Delete
Inserted through Internet	application/pdf	PLAT PAGE.pdf	Plat Page	Download / Delete
Inserted through Internet	application/pdf	LAND STATUS DETERMINATION.pdf	Land Status Determination page	Download / Delete
Inserted through Internet	application/pdf	AW GENERAL NOTES.pdf	AW General Notes page	Download / Delete
Inserted through Internet	application/pdf	OVERALL UTILITY PLAN.pdf	Overall Utility Plan page(s)	Download / Delete
Inserted through Internet	application/pdf	WATER DETAILS.pdf	Water Details page(s)	Download / Delete
Inserted through Internet	application/pdf	DEMO PAGE.pdf	Demolition page	Download / Delete

Please review your application and click ‘Submit’

Revise su solicitud y haga clic en ‘Enviar’



- You’ll receive a confirmation email afterwards with your permit numbers.
- Luego recibirá un correo electrónico de confirmación con sus números de permiso.



TEST E-MAIL. PLEASE IGNORE

Dear Randall Senn

Notice: This is an automated e-mail generated from the City
reference.

Case Number: 2025-000550

Case Number: 2025-000552

Case Number: 2025-000554

Case Number: 2025-000551

Case Number: 2025-000553

Address: 6310 WILHELMINA DELCO DRIVE , AUSTIN, TX

Thank you!

We've received your application and will reach out if we run into any issues. Otherwise, you'll receive an email when invoices are ready.
Please allow up to 5 business days to process your permits.

Once all of the invoices are paid, your permits will become active.
Please forward the receipts to your site inspector - they'll be the one to pick up and bring out the new meter(s) for install.

¡Gracias!

Recibimos su solicitud y nos comunicaremos con usted si tenemos algún problema. De lo contrario, recibirá un correo electrónico cuando las facturas estén listas. Espere hasta 5 días hábiles para procesar sus permisos.

Una vez que se paguen todas las facturas, sus permisos se activarán.
Envíe los recibos al inspector de su sitio; ellos serán quienes recogerán y traerán los nuevos medidores para su instalación.