



City of Buckeye's Water Resources Department Meter Installation Request Form

Do not send a Meter Installation Request Form until you have received your permit(s) from our Development Services Department. Please allow ten (10) business days after the completion of your permit(s) requests by the Development Services Department, prior to faxing your meter installation request. This allows the Utility Billing Division time to establish service for New Account(s) to be entered into our billing system and a work order to be generated. The Water Resources Meter Services Division will not install, or schedule any installations until a work order has been issued.

Once we have received your completed meter installation request and have verified that a work order has been generated, the Meter Services Division will schedule the installation for your request within (7) business days. Meters will only be installed once all the requirements that are stated within the City of Buckeye's Water Resources Meter Installation Brochure have been completed.

Note: Multiple meter sets can be requested on the same form. Please attach all necessary documentation with the Meter Installation Request form. The form must be filled out completely including the list of addresses, permit numbers. Any incomplete forms will not be processed.

If a meter cannot be installed due to circumstances beyond the Water Resources Department's control, you will be notified by phone or email with the any necessary corrective actions. The customer is responsible to make any and all necessary repairs and contact the Meter Service Division at (623) 349-6800 once all repairs have been completed. Once notified of all completed repairs, the Meter Services Division has seven (7) additional business days to install the meter.

Builder Name and Telephone:

Onsite Superintendent Name and Telephone:

Email: _____

Address: _____

Lot: _____ Meter Size: _____

Permit # _____ Date: _____

**Please Remit to:
Water Resources Department
Utility Billing
530 East Monroe Avenue
Buckeye, AZ 85326**