



**Two-Family Dwelling Split –  
Volunteer – Additional Water Service  
Connection/Water Meter**

**No.: ENGINEERING-02**  
**Date: 2009-12-08**  
**Revised: 2011-01-11**

**Purpose:**

To inform homeowners and licensed plumbing contractors of City requirements for the installation of an additional water service connection and water meter for a two-family dwelling.

**Background:**

The City has amended Water Works and Water Rates Bylaw No. 5637 to include a reimbursement of up to \$3,000 for the **two-family dwelling owner making the initial request** to install an additional water service connection and water meter.

**Implementation:**

To ensure the additional two-family dwelling water service connection and water meter will be installed efficiently and function properly, the City requires the following, effective January 1, 2009.

1. Homeowner should initiate the implementation process with Jason Ho in the City’s Engineering Planning department at 604-244-1281.
2. Homeowner must schedule a required site visit by the City’s Water Services Department to determine the location of the new water service connection and water meter.
3. Homeowner must obtain the services of a private licensed plumber to split the on-site plumbing so that each unit will be capable of being serviced separately from the City watermain (**application form PC-22**).
4. Homeowner should apply to the City or obtain their own engineering consultant to provide a service connection drawing **in accordance with the service connection request bulletin (Engineering-01)**.
5. City of Richmond Water Services will install the water service connection and water meter according to the service connection drawing.
6. Licensed plumber will install plumbing on the private property **after** City crews install the service connection and water meter. **Private plumbing and the City service connection must be hooked up within 14 days of the City service connection and water meter installation.** After the on-site plumbing is separated, a City Plumbing Inspector must be notified for proper inspection. Please contact the automated schedule booking system at 604-276-4111.
7. Once the private plumbing works have been inspected and approved, the licensed plumber can hook up the City-owned line to private plumbing lines. The City Plumbing Inspector must finalize the plumbing installation and City hook up.
8. Homeowner must submit copies of paid private plumbing works invoices to Jason Ho in Engineering Planning (Tel: 604-244-1281) for reimbursement.
9. The City will review the submission and the reimbursement will be processed by the Finance Department.

For further information please contact Jason Ho, Engineering Planning, at 604-244-1281.

**\*\*Homeowner’s plumber is responsible to ensure the final City plumbing inspection is obtained. Reimbursement will not be made until the permit is finalized. Jason Ho should be notified if homeowner is aware of any extended absence during this entire implementation process.**

See over →

# City of Richmond Bylaws

## Waterworks and Water Rates (No. 5637)

### 22A. Voluntary Water Metering

- (b) Where one owner of an existing **two-family dwelling** requests to have a **water meter** installed and connected to the **City** water service, and the existing **two-family dwelling** has a shared water service, the City will supply and install one **water meter** at no charge and the new **water meter** charge specified in Schedule D will not apply. The City will reimburse only the owner making the initial request up to an amount of \$3000.00 (as determined by the City in its sole discretion) of the cost of the owner making the necessary plumbing alterations to allow for individual metering of one of the **two-family dwellings**. The owner of the **two-family dwelling** not having individual metering shall be charged a flat rate until such time as the owner requests to have a **water meter** installed and connected to the **City** water service. At that time the City will supply and install the **water meter** at no charge and the new **water meter** charge specified in Schedule D will not apply.