



**The City of New York Department of Environmental Protection
Bureau of Customer Services**

APPLICATION FOR CONTINUED SEPARATE BILLING OF A COMMERCIAL METER IN A MIXED-USE PROPERTY		
<i>Please complete this application and mail to:</i>		
Warren Liebold		
New York City Department of Environmental Protection		
BCS Technical Services/Conservation - 1st Floor Low Rise		
59-17 Junction Blvd., Flushing, New York 11373		
Property Information		
Borough:	Block:	Lot:
Service Address:		
Owner Information		
Owner Name/Address:		
Managing Agent Name/Address:		
Contact Person and Phone Number:		
Date of this Application:		

I am applying to have separate meter bills issued for the commercial tenant(s) and the metered residential portion of the property described above under this DEP/BCS procedure. My signature on this application indicates that I have read and understand the “Eligibility Requirements” and the “Terms and Conditions” described herein and agree to abide by them. I will not proceed with any work, including applying for permits, until I have received written approval of this application. I am **not** an applicant for the Multifamily Conservation Program.

Signature

Notary:

Printed Name

Date

Eligibility

Properties eligible for continued billing of branch meters must meet the following criteria.

1. The property must be mixed use, i.e., residential and commercial, as opposed to strictly commercial space with several tenants. In a commercial property with several tenants, the property must be metered, but DEP will not read and bill additional submeters beyond those already in place at the time the EP meter is installed.
2. The property must have had established meter-based account(s) for its commercial space before the “EP” meter was installed. An exception will be made only for completely unmetered properties with commercial tenants when the owner is applying for Bill Cap, Retroactive Transition, or another billing program which requires a separation of residential and commercial consumption.
3. All of the accounts associated with the property must be paid in full or have a payment agreement in place before the commercial account can be established with a branch meter.
4. **Important Note for MCP Applicants: Applicants for the Multifamily Conservation Program (“MCP”) are required to separately meter their commercial tenants and are NOT required to submit this application. Please refer to the instructions in the MCP application package for separately metering commercial tenants.**

Terms and Conditions

1. Only one meter covering all commercial space will be read and billed by DEP under this policy.
2. After submitting an application to DEP and receiving a written approval for that application, a licensed plumber must connect the commercial branch pipe to a tee connection before the EP meter, so that the water consumed by the commercial tenant(s) is separated from the residential portion of the building. If the “EP” (now, residential) meter is a compound, turbine or single-jet which requires straight pipe lengths, there will have to be five pipe diameters from the tee connection to the main meter. If the main meter must be moved to do this, that will have to be performed by the licensed plumber. If this plumbing work is being performed before a DEP contractor installs an EP (now “residential”) meter, the owner or their agent must immediately inform DEP when the plumbing work is complete so DEP can provide proper direction to the DEP meter installation contractor. All of this work shall be at the owner’s expense.
3. If there is one existing meter for the commercial tenant(s), that meter must be replaced under permit with a new meter and remote which meet DEP standards. An exception will be made if the existing meter is less than two years old. In such cases, the meter must be set back to zero (requires a “break seal” permit) when the new branch piping is completed. All meters used for DEP billing purposes must be remotely readable from a common, accessible location acceptable to the Department. If there are several commercial meters, one meter for all of the commercial tenants must be installed which shall be billed by DEP. If there is no existing meter commercial branch meter and the

property is applying for Bill Cap, Retroactive Transition or similar program, the owner must have a commercial meter installed which meets DEP standards. All work in this section shall be at the owner's expense. Nothing prevents the owner from installing additional submeters for their own internal uses.

4. Once the work is complete the licensed plumber must return all completed permits and provide the DEP/BCS borough office with the readings on both meters and the date so separate billing can begin. A copy of these documents shall be mailed or faxed to the Technical Services/Conservation Division (see below for address) for record purposes.
5. The property owner must provide a 1-year guarantee on any equipment (meters, registers and remotes) installed to accomplish the branch metering configuration, similar to the guarantee offered by DEP installation and repair contractors. Any repairs required during the first year after the installation date shall be the responsibility of the owner. The owner is strongly advised to make sure that their licensed plumber has the proper equipment to test the operability of the remote receptacle for any new or replacement meter.
6. The property owner is ultimately responsible for all charges on all accounts associated with the property, and the property owner (or his/her agent) must be registered on all accounts to receive either a copy of all bills or a copy of all delinquency notices.
7. The licensed plumber must properly complete and return all permits to the appropriate BCS Borough Office . A copy of all returned permits shall be mailed to the BCS Technical Services/Conservation Division.

Please mail documents only to the specific addresses listed. Please do not mail to the address on your water/sewer bill.

BCS Technical Services/Conservation Division

Warren Liebold
BCS Technical Services/Conservation
New York City Department of Environmental Protection
59-17 Junction Blvd - 1st Floor Low Rise
Flushing, New York 11373

Fax: (718) 595-4623

Bureau of Customer Services Borough Offices

Manhattan: 1250 Broadway - 8th Floor (at 32nd Street) 10001
Bronx: 1932 Arthur Avenue - 6th Floor, 10457
Brooklyn: 250 Livingston Street - 8th Floor, 11201
Queens: 96-05 Horace Harding Expressway at Junction Blvd. - First Floor, 11368
Staten Island: 60 Bay Street - 6th Floor, 10301