November 2000

Installing a Separate Water Meter for High-Consumption Commercial Tenants

To qualify for the "Conservation Program for Multiple Family Residential Dwellings," buildings which have commercial tenants (usually ground-level stores) which fit into one of the following categories must install a separate meter for the commercial tenant(s):

- Food-related businesses
- Medical facilities, health clubs
- Restaurants, taverns
- Laundromats, beauty salons
- Other occupancies which are likely to consume more than 500 gallons per day

Owners should seriously consider installing a separate meter before they decide to apply for the Program to be sure that consumption from the commercial tenant is not the driving factor in the building's excessive water consumption.

The steps involved in the installation of the separate commercial meter are as follows:

1. A licensed plumber must connect the branch piping for all of the commercial tenants to a tee connection after the building shutoff valve and before the residential meter, so that the water consumed by the commercial tenants is separated from the residential portion of the building. Any piping required for this work, including relocation of the water meter to make room for the tee connection, must be included.

   The commercial tenants must have their own separate domestic hot water heaters so that domestic hot water is not being drawn from the building's central boiler. In certain extreme circumstances where the installation of a separate domestic hot water heater is impractical, DEP may agree to the installation of hot water meters by the owner as an alternative.

2. At the same time as Step 1, a licensed plumber must install, under permit, one new approved meter with remote receptacle to cover cold water service to all of the commercial tenants. The remote receptacle for the new commercial meter must be located near the remote receptacle for the current "entire premises" ("EP") meter, which will now become the residential meter. DEP will only separately bill one commercial meter for all of the commercial tenants. You may wish to install your own separate submeters for each individual tenant, but DEP will not read and bill those meters.

3. Once the work is complete the licensed plumber must return the completed permits to the BCS Borough Office and provide the DEP/BCS borough office with the reading from the "residential meter" and the date the commercial meter was installed, so separate billing can begin.

4. The licensed plumber 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/plumber. The owner is strongly advised to make sure that their licensed plumber has the proper equipment to test the remote reading receptacle for any new or replacement meter.

5. The BCS Borough office will inspect the meters and the tee connection to confirm that the licensed plumber's work is consistent with this procedure.

   All of the work described above is at the owner's expense. Please note that even though we will be issuing a separate water/sewer bill for the commercial tenants if the bill is not paid, it is still a lien against your property.

BCS Borough Offices:

Manhattan:	55 West 125th Street, 9th Floor
Bronx:	1932 Arthur Avenue, 6th Floor
Brooklyn:	345 Adams Street, 9th Floor
Queens:	59-17 Junction Blvd, 9th Floor
Staten Island:	60 Bay Street, 6th Floor