



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**

*Please complete this application and mail to:*

**Sharandeo Singh**  
New York City Department of Environmental Protection  
BCS Account Maintenance Unit - 7th Floor High 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, Phone and Email: \_\_\_\_\_

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: \_\_\_\_\_

**THIS APPLICATION IS NOT REQUIRED FOR MCP APPLICANTS  
(Please refer to information in MCP application package)**

**THIS APPLICATION IS NOT FOR PROPERTIES THAT HAD AN  
"ENTIRE PREMISES" METER BEFORE 1990**

**THIS APPLICATION IS NOT FOR CONDOMINIUMS THAT WISH TO  
SEPARATELY METER COMMERCIAL CONDO UNITS  
(Apply for permit directly with DEP Borough Office)**

**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 previously been billed frontage for the residential portion and meter for the commercial tenant(s) before an "entire premises" meter was installed to cover the entire building.
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. Submit a meter permit application to the DEP Borough Office with a letter from the owner indicating they are applying for MCP.**

**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. All of this work shall be at the owner's expense. Please refer to the attached sketch.

3. If there is one existing meter for the commercial tenant(s), that meter must be replaced under permit with a new meter and DEP AMR device. 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 have a DEP AMR device installed. 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. AMR devices will be installed by DEP as part of a permit inspection.
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. Any repairs required during the first year after the installation date shall be the responsibility of the owner.
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.

### **BCS Account Maintenance Unit**

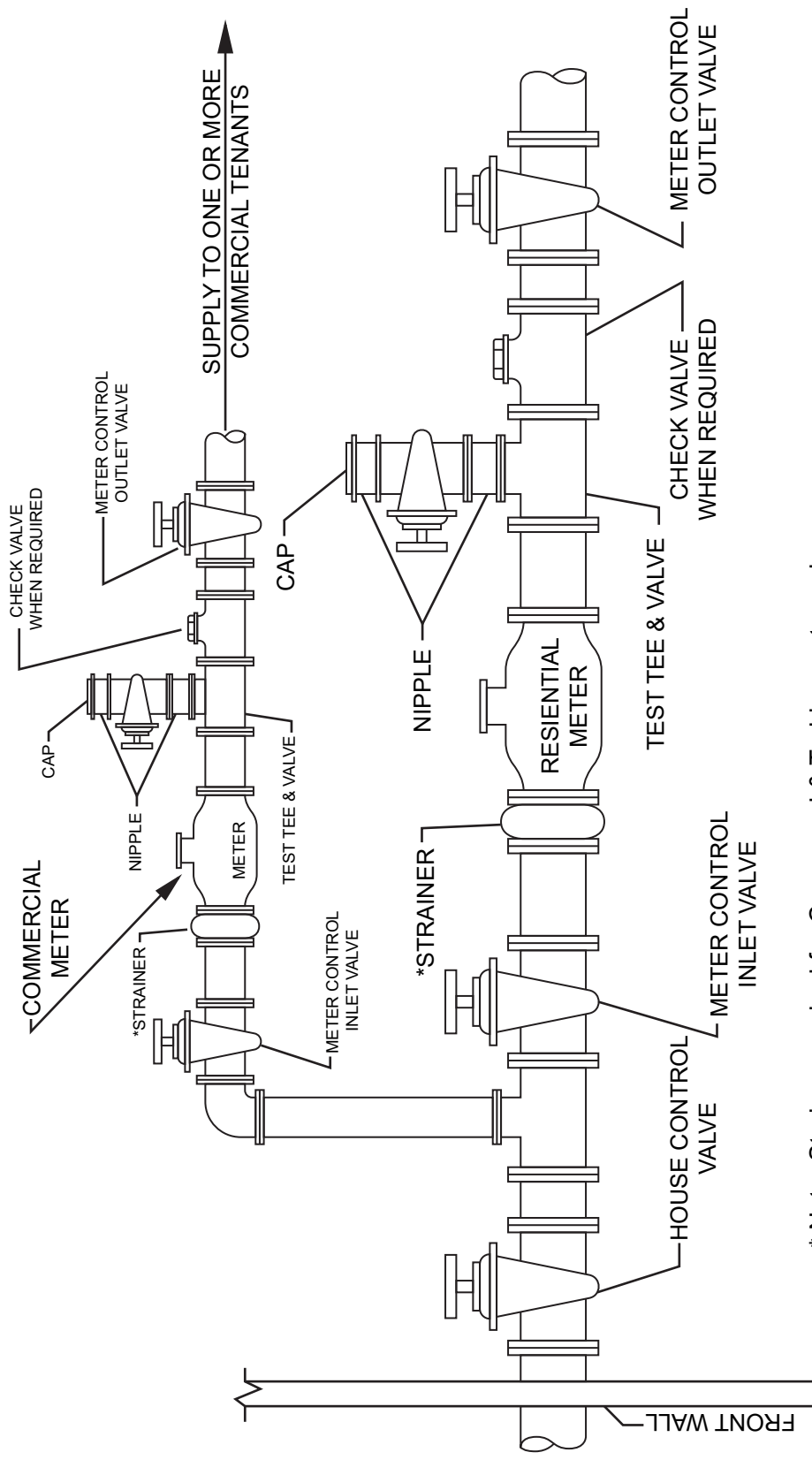
Sharandeo Singh  
BCS Account Maintenance Unit  
New York City Department of Environmental Protection  
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Flushing, New York 11373

Email: [customerservice@nyc.dep.gov](mailto:customerservice@nyc.dep.gov)

### **Bureau of Customer Services Borough Offices**

Manhattan: 55 West 125<sup>th</sup> Street - 9th Floor, 10027  
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

# DEPARTMENT OF ENVIRONMENTAL PROTECTION



\* Note: Strainer required for Compound & Turbine meter only.

# TYPICAL METER SETTING FOR MIXED-USE PROPERTY

BUREAU OF CUSTOMER SERVICES - 2002