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Fact Sheet

Irrigation Water Meter Application Process

The following information is provided to assist you in applying for an irrigation water meter in the Town of Berthoud.

1. The first step is to ensure your plumbing contractor is licensed in the Town of Berthoud. Application can be made through the permit portal: <https://www.berthoud.org/169/Building-Department> .
2. Once licensed, you may apply for a building permit for the irrigation meter through the Town's Building Permit portal here: <https://www.berthoud.org/169/Building-Department> and in the permit portal.
3. If the irrigation meter will be placed on a lot that doesn't have an assigned address, you can email your completed permit application with a map/parcel number indicating where the irrigation meter will be installed to building@berthoud.org
4. The review process for irrigation meters may take up to 20 business days. During this time, you may be asked to provide additional information. It's in your best interest to provide complete application materials so that the review process is as efficient as possible. You may track review process in the Town's Building Permit portal.
5. Once the permit is ready to be issued, you will be sent an invoice by email and can pay the fees by credit card over the phone or by check. The Town will issue the meters.
6. When you've finished with installation, you will schedule a water meter inspection through the Town's website under the water meter inspection form tab: <https://www.berthoud.org/169/Building-Department> and in the permit portal.