



**STATE OF CONNECTICUT**  
**PUBLIC UTILITIES REGULATORY AUTHORITY**  
**OFFICE OF EDUCATION, OUTREACH, & ENFORCEMENT**

**APPLICATION INSTRUCTIONS FOR APPROVAL TO INSTALL AND USE A WATER  
SUBMETERING SYSTEM**

The Application for Approval to Install and Use a Water Submetering System (Application) addresses submetering of water as described in Conn. Agencies Regs. § 16-11-55.

Applicants submitting this form are agreeing to be bound by the final submetering rules and policies adopted by the Public Utilities Regulatory Authority (Authority or PURA) as amended from time to time.

NOTE: Where the Applicant intends to begin submetering water service in a facility that is already occupied, the Applicant must notify the tenants that the Applicant has applied to the Authority for permission to submeter water and that PURA has opened a docket to review that application. The Applicant shall provide a notice to the residents on or before the tenth calendar day after the Applicant has received a response from the Authority that a docket number has been assigned to the application. The notice shall contain details described in the Application, under section E-4.

If the tenant has any concerns or objections about the Applicant's proposal to submeter, he or she (a) should first discuss those concerns with the Applicant, and (b) may thereafter submit written comments to the Authority.

Applicants seeking approval to submeter water for new construction should submit the Application, along with all required drawings, schematics, records and information, to the Authority at least 60 days before construction begins.

Applicants who incur costs associated with the installation of submeters without the Authority's approval proceed at their own risk. The Authority will not weigh, as a factor relevant to its approval or rejection of the Application, the costs incurred or resources expended by the Applicant regarding the plumbing design of the facility or installation of submeters without the Authority's approval.

Applicants may seek an exemption to file a particular exhibit or item in the Application that is unduly difficult to obtain or provide and request a modification or exemption to provide the required information as deemed appropriate by the Authority.

Applicants have an ongoing obligation to amend and/or supplement the information contained in the Application. Further, approval of the Application does not substitute or

comprise any approval that might also be required by the Office of the State Building Inspector (OSBI) or other state or local authorities.

Submetering approval, as granted by the Authority, is specific to each Applicant, not to each building. Submetering approval therefore is not transferrable in the event that a building at which authorized submetering occurs is sold. In the event of a sale, the purchaser must submit an application to submeter water to continue submetering activities after taking control of the building.

If the landlord, owner, manager, or Vendor for the property at which the submetering system is installed changes, provide updates to all affected sections of the previously submitted application. The Authority requires submission of clean and redlined/tracked changes versions of the updated application; new exhibits, affidavits, or attachments, if applicable; and a statement of all previous docket numbers in which the Authority reviewed the system. If a proposal for significant technical upgrades to the system is concurrent with a change in property control or vendor relationship, a new application should be submitted rather than an updated application.

Filing instructions are listed below to assist Applicants in the application process. Please note that the Authority requires all filings to be submitted electronically in addition to one hard copy filed with PURA.

Not more than 30 days after the Application is filed, the Authority will notify Applicant whether the Application is complete and accepted, or whether Applicant must submit additional information. The Authority will make reasonable efforts to issue its Decision regarding the Application no later than 90 days after the Application is accepted. **In no event shall failure of the Authority to act in such period be deemed an automatic approval of the application.**

#### **PURA Water Submetering Decisions**

- **Docket No. 00-05-26, DPUC Review of Submetering of Water Service (Final Decision, May 16, 2001)**
- **Docket No. 00-05-26RE01, DPUC Review of Submetering of Water Service Reopened (Final Decision, January 17, 2015)**

## **FILING INSTRUCTIONS APPLICATION FOR APPROVAL TO INSTALL AND USE A WATER SUBMETERING SYSTEM**

I. HOW TO FILE: Applicants must file the Application as a New Docket Application in the Authority's Web Filing System. Instructions regarding electronic filing with the Authority can be found under the following website, <https://portal.ct.gov/PURA/About/Filing-and-Forms/Electronic-Filing>.

If you need assistance in completing this application or with the application process, please contact the Authority's Office of Education, Outreach and Enforcement (EOE) via:

Toll Free Number (In Connecticut): 1-800-382-4586

Toll Number Outside of Connecticut: 1-860-827-2622

Email: [pura.information@ct.gov](mailto:pura.information@ct.gov)

- RE: Attn Water Submetering Application

II. WHAT TO FILE: The Applicant must submit the Application, Exhibits, Affidavits and any other attachments to the Authority. All attachments, including Exhibits and Affidavits, should be clearly identified. All pages attached should be numbered in sequential order.

III. APPLICATION FORM: The Application is available on the Authority's web site (<http://www.ct.gov/pura>).

IV. GOVERNING LAW: The Authority will review applications for submeter installations pursuant to Conn. Agencies Regs. §§ 16-11-50 through 16-11-99d, as well as any statutes or regulations relevant to water submetering that are later enacted or adopted. By submitting an Application, the Applicant and any Co-Applicant(s) acknowledge that they will be subject to the Authority's jurisdiction with respect to their submetering activities, including but not limited to PURA's authority to revoke submetering approvals, order the immediate cessation of submetering and/or impose fines pursuant to General Statutes § 16-41.

The following regulations shall apply to submetering customers with respect to their submetering activities:

Conn. Agencies Regs. § 16-11-55 (Sale on meter measurement basis); § 16-11-67 (1), (2), and (3) (Information to customers); § 16-11-69 (Bill form); § 16-11-71 (Adjustment of bills); § 16-11-77 (Complaints); § 16-11-78 (Identification of employees); § 16-11-88 (Periodic and routine tests); and § 16-11-89 (Tests on requests of customers)