

Company Owned Fire Hydrant Meters

The requirements for a contractor to use a company owned fire hydrant meter on a jobsite in the City of Mesquite are below. Contractors should follow each step in the order listed.

1. Take a picture of the entire unit. This means the meter and back flow device connected.
2. Take a clear picture of the meter number they will be using on the contract.
3. Take a clear picture of the meter dial with reading. We must be able to clearly see the meter reading.
4. Send those pictures to firehydrantmeters@cityofmesquite.com.
5. Include the following information in your email message:
 - Jobsite address
 - Contact phone number
 - Contact email
 - Contact name

The Meter Services Supervisor will then review the pictures and approve or disapprove the meter for use. Once approved they will email the contractor back with pictures of the fire hydrant approved for use and contact information for the Utility Billing Office.

6. Then contractor can go to the Utility Billing Office to fill out the application and pay the \$3,000.00 deposit.
7. Once the account has been created by Utility Billing, the fire hydrant contract will be sent over to the Meter Services Supervisor. This fire hydrant meter is good to use once the contract has been created.
8. Contractor is responsible to send a CLEAR picture of the reading to the Meter Services Supervisor between the 16th and the 20th of each month for billing. Send this information in an email to firehydrantmeters@cityofmesquite.com.

Please include the following:

- Jobsite address
- Contact phone number, contact email, and contact name

Once the email is received, the Meter Services Supervisor will forward the reading to Utility Billing for processing.

9. If contractor does not follow the above rules, Meter Services has the right to shut down the jobsite. Meter Services will notify Utility Billing and the Engineering Department of all jobsite shutdowns and the reason(s) for the shutdown.
10. If a contractor wants to move a company-owned meter, please email the following information to firehydrantmeters@cityofmesquite.com:
 - Updated billing address
 - New jobsite address
 - Contact person and contact person's phone number
 - Picture of the fire hydrant reading and meter number before changing job site address emailed to firehydrantmeters@cityofmesquite.com. Once all information has been received, the billing account will be updated.
11. When a contractor is done using the fire hydrant at the job site. They will email firehydrantmeters@cityofmesquite.com with the following.
 - Contractor's jobsite address, contact name with phone #, Fire hydrant meter #, and picture of the Final read on dial.

This information will then be emailed to Utility Billing for the account to be closed with final contract completed by meter services supervisor.

If any contractor has any questions or concerns, they can email firehydrantmeters@cityofmesquite.com or call 972-216-6949.