



NOTICE TO INDUSTRY

New Meter Installs/Kit A Request

EFFECTIVE Friday, March 1, 2024

The Customer Billing Services Division (New Construction) has created a new process for New Meter/Kit A Installs. This process applies to all residential new construction permits.

Contractors and Owner/Builders must log into to their CSS portal to track the status of their permit.

Once the New Construction permit is applied for, the contractor will now see two new items in their workflow as part of their inspections. One is the UTL – Kit A/Meter Install Request, and the other is the UTL – Kit A/Meter Install.

Once the permit is issued, and the contractor is ready for the Meter/Kit A to be installed, they would schedule the UTL – Kit A/Meter Install Request from their CSS portal. At this time, the contractor will need to submit an application for service to the New Construction team -

https://egov.capecoral.gov/cbs_web_forms/NewConstructionapp.aspx

Upon receiving both items, the New Construction team will submit a workorder for the installation of the requested services and result the UTL – Kit A/Meter Install Request inspection.

Once the meter is installed, the New Construction team will result the UTL – Kit A/Meter Install, indicating that the requested service has been installed at the property, which can be seen on the CSS portal as part of the inspections.

Any questions, please contact New Construction at (239)242-3853 or uepnewconst@capecoral.gov.