



CONSTRUCTION-METER INFORMATION

City of Grapevine

1. Meter readings must be submitted by the **5th** day of each month or the next business day if the 5th falls on a holiday or weekend. If the readings are **not submitted** by the 5th of the month, **a \$50 penalty will be assessed on the account**. Payments are due by the 5th of each month and will be assessed a 10% penalty if not received by the due date.
2. Construction-meter accounts are charged a rental fee of \$30 per month for the use of the meter. This fee is charged 90 days after the account has been opened. This will be in addition to the required minimum bill and volume charge. Failure to include the rent with the payment will cause loss of the right to use the meter, and the meter must be returned to the city.
3. **Readings must be submitted by email to billing@grapevinetexas.gov. The meter number and the read must be included (a photo of the meter number and read will suffice).**
4. Meters must be brought to City Hall at 200 South Main St. in Grapevine for inspection by the last day of each calendar quarter.
5. **The City does not provide a back flow preventer.** A back flow preventer must be in place prior to the use of the construction meter and the customer is responsible for the supply, installation, and maintenance of such.
6. **Meters returned after the 5th of the month may not receive final billing until the following month.**

To pick-up up or meter returns, go to City Hall - 200 South Main Street in the Public Works Department between the hours of 8AM and 5PM Monday thru Friday.