Memo

To: Contractors

From: City of Texas City Building Inspections

cc: Doug Kneupper

Date: 6/24/2019

Re: MYGOV Upload of Accurate Water Meter Information Forms

The information from the Water Meter Form is used by The City of Texas City - Water Department to bill the customer for water usage at the address listed on the form.

It is very important that all the information on the form, is accurate, as this information is used to ensure communications work correctly, to and from the meter.

A new inspection step has been added in MYGOV (prior to the Plumbing Water Line Inspection) “Load Accurate Water Meter Form”

1) Upload the completed form under “Documents – Accurate Water Meter Inspection Form”

2) Schedule the inspection step “Load Accurate Water Meter Form”.

3) Once the above steps are completed, the Plumbing Water Line Inspection will become available for your request.

4) If after the water department reviews and finds the form has incorrect information or is missing information, the passed “Load Accurate Water Meter Form” inspection will be changed to “failed” and a failed fee of $50.00 will be added.

5) An updated form, with the accurate information will have to be re-uploaded.