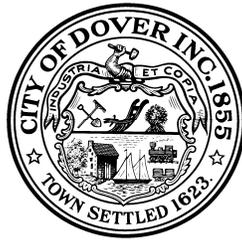


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City of Dover, New Hampshire WATER AND SEWER BILLING

MEMO METER PROCESS

1. A NH Licensed Master plumber must get a plumbing permit from the Inspection Office located at 262 Sixth Street, the new Liberty North Fire Station. Phone number 516-6038.
2. The memo meter must be purchased from the Community Services Department at 271 Mast Road, the phone number 516-6450. The plumbing permit must be in hand when purchasing the memo meter.
Checks only
3. The City of Dover Meter Division needs to test the backflow device on all memo meters *used for irrigation systems*. Per State requirement the backflow for an irrigation system must be tested once a year in the spring. The cost of the test is \$30.00. Please call 516-6028 to schedule an inspection.
4. A NH Licensed Master plumber must install the meter.
5. ***A final inspection must be made of the meter must be completed by the City's Plumbing Inspector in order to receive credit on your sewer. Please call 516-6038 to schedule the appointment.***

The City of Dover reads the memo meters either quarterly or monthly depending on the billing schedule for the account. We bill in units and there are 748 gallons in one unit of water.

If you have any questions on this process, please contact the Water & Sewer Billing Office at 516-6028.