

**DEPARTMENT OF UTILITIES  
COMMERCIAL CHANGE INSPECTIONS**

As part of each commercial change permit application, the Utilities Department examines the capability of the water meter to provide adequate water service. This requires that each applicant complete the attached forms and return them to the Department of Utilities. Irrigation demands must be documented by a statement on company letterhead by the irrigation system designer verifying the design gallons per minute of the irrigation system. The utilities staff will review the information and determine if a change in water meter size is required. If a change is required, you will be notified by utilities staff. Increases in water meter size will require payment of water and/or sewer availability fees and may require the applicant to install a larger water tap and meter setting.

**Failure to return this form to the Department of Utilities or failure to install a larger water meter, if required, will delay the Occupancy Permit for this project.**

Please contact the Department of Utilities Customer Service Section at (540) 658-8616 if you have additional questions.

**\*\*\*Return this form to the Department of Utilities\*\*\***

**COMMERCIAL CHANGE PERMIT  
NUMBER** \_\_\_\_\_

**OWNER'S ADDRESS** \_\_\_\_\_

**PROJECT ADDRESS**

\_\_\_\_\_  
\_\_\_\_\_

Please check one of the following statements:

This project does not involve the installation of new plumbing fixtures. (If this box is checked the meter sizing form is not required).

This project involves the installation of new plumbing fixtures. (If this box is checked, the meter sizing form on the reverse must be completed, signed and returned to the Department of Utilities with this form).

**RETURN BY:**

**TELEPHONE** \_\_\_\_\_

**E-MAIL:** [cwright@staffordcountyva.gov](mailto:cwright@staffordcountyva.gov)

**MAIL:** Department of Utilities  
P. O. Box 339  
Stafford, VA 22555-0339

**IN PERSON:** 2128 Richmond Hwy.  
Suite 203  
Stafford, VA 22554

**SIGNATURE OF OWNER**

\_\_\_\_\_

**OWNER** \_\_\_\_\_