



# 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

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*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.**

## Residential New Construction Single Family

Overviews: [Project](#) | [Reviews](#) | [Inspections](#)

ID# RNC1-190624-1404    Started: 06/24/19    Time: 0d 1h

Classification Code [\(edit\)](#)

US Census Bureau Codes > 1-101 - Single Family Residential

Project Description [\(edit\)](#)

test

No CE Case associated.

Address

Legal [\(add\)](#)

Owner [\(add\)](#)

Contractor [\(edit\)](#)

Rose DeLaO  
Rose General Construction  
928 5th Ave N  
Texas City, TX 77590  
(409) 555-5555 phone  
(409) 555-5555 mobile  
rosemelao@gmail.com

Property Information [\(add\)](#)

SubContractor [\(edit\)](#)

Documents

- 01) ALL Engineered Stamped Plans, & Foundation 📄 ↓ ↻ ✖
- 02) Plot Plan 📄 ↓ ↻ ✖
- 03) Floor Plan 📄 ↓ ↻ ✖
- 04) Energy Letter (COMCheck or RESCheck) 📄 ↓ ↻ ✖
- 05) Subcontractor Validation Sheet 📄 ↓ ↻ ✖
- 06) Elevation Certificate 📎
- 07) Form Survey 📎
- 08) Drainage Plan 📎
- 09) Energy Certificate 📎
- 10) TCI Affidavit-Residential New Construction ONLY 📎
- 11) Accurate Water Meter Inspection Form 📎
- 12) Backflow Test Report Results 📎
- Elevation Certificate And Form Survey 📎
- Engineer Letter 📎
- WPI-8 Certificate 📎
- z Certificate of Occupancy or Completion 📎

INFO FIELDS 🔑

Construction Type	New Construction - Single Family Residence
Cost of Project	2000.00
Masonry %	60
Number of Bathrooms	2

Expires on: Dec 21, 2019 11:14 am 📄

STEPS 🔑 7 Disabled Steps 🔑 [reset dates](#)

- 1 New Building Application Check (R) 👤 0d 1h  
▶ 06/24/19 (Started) ▶ 06/24/19 (Approved) [\(edit\)](#)
- 2 Payment Due 👤 0d 0h  
▶ 06/24/19 (Started) ▶ 06/24/19 (Completed) [\(edit\)](#)
- 3 Issue Permit 👤 0d 0h  
▶ 06/24/19 (Started) ▶ 06/24/19 (Approved) [\(edit\)](#)

GROUP > FlatWork

- 4 FlatWork 👤 0d 0h  
▶ 06/24/19 (Started) ▶ Awaiting Request [\(edit\)](#)

GROUP > Plumbing Grounds-Below Slab

- 5 Plumbing Grounds-Below Slab Plbg 👤 0d 0h  
▶ 06/24/19 (Started) ▶ Awaiting Request [\(edit\)](#)

GROUP > Plumbing Grounds-Sewer Line

- 6 Plumbing - Sewer Line 👤 0d 0h  
▶ 06/24/19 (Started) ▶ Awaiting Request [\(edit\)](#)

GROUP > Electric - Electrical T-Pole

- 7 Electrical T-Pole (R) 👤 0d 0h  
▶ 06/24/19 (Started) ▶ Awaiting Request [\(edit\)](#)

GROUP > Upload Completed Water Meter Form

- 8 Load Accurate Water Meter Form 👤 0d 0h  
▶ 06/24/19 (Started) ▶ Awaiting Request [\(edit\)](#)

GROUP > Plumbing Grounds-Water Line

- 9 Plumbing Water Line 👤  
▶ Not Ready

GROUP > Building Foundation - Piers

- 10 Piers 👤  
▶ Not Ready

GROUP > Building - Foundation Inspection

- 11 Building - Foundation 👤  
▶ Not Ready

GROUP > Building - Framing Inspection

- 12 Cover 👤  
▶ Not Ready

GROUP > Plumbing Shower Pan

- 13 Shower Pan 👤  
▶ Not Ready

GROUP > Utility Meter Release

- 14 Electrical Meter Release(R) 👤  
▶ Not Ready

GROUP > Plumbing - Gas Meter Release

- 15 Plumbing Gas Meter Release (R) 👤  
▶ Not Ready

GROUP > Pre-Final Documents Received

- 16 Pre-Final Documents Received 👤  
▶ Not Ready

GROUP > Final Inspections

- 17 Final Inspection 👤  
▶ Not Ready

18 Archive Project 👤  
▶ Not Ready

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