



UTILITY BILLING  
10722 SE Main St  
Milwaukie OR 97222  
503.786.7525  
utilitybilling@milwaukieoregon.gov  
www.milwaukieoregon.gov

# UTILITY BILLING CONNECTION REQUEST FORM

By submitting this request in writing, you certify that you are qualified to make this request and are taking responsibility for any utility billing charges on the property listed below.

Property Address: \_\_\_\_\_  
Name on Account: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Alternate Phone Number: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Contact Name (if different): \_\_\_\_\_  
Relationship to Property:       Owner                   Renter                   Contractor

- Yes, I would like the water meter left unlocked once it is installed. I understand that the City of Milwaukie starts billing for water/sewer/storm/street/SAFE fees upon installation of the meter.
- No, I want the meter to be locked upon installation so that I am not charged for water/sewer/storm/street/SAFE fees until I am ready to use the service. I understand that I need to call Utility Billing between the hours of 8:00 am and 2:30 pm Monday through Friday to have the meter unlocked the same day. Tampering with the lock or meter in any way will result in a fine of up to \$500 plus the cost of any repairs.

**For new construction**, please return completed form to 6101 SE Johnson Creek Blvd or email to [engineering@milwaukieoregon.gov](mailto:engineering@milwaukieoregon.gov).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*\*\* **For City of Milwaukie Office Use ONLY** \*\*\*

Date: \_\_\_\_\_ Name: Alex Roller  
Permit #: \_\_\_\_\_  Correct Fees have been paid  
Service Size: \_\_\_\_\_ Meter Size: \_\_\_\_\_

- Excavation, backfill, and paving to be performed by contractor.
- Installation of water line to be performed by City of Milwaukie Water Division.
- Contact City of Milwaukie water department at 503-786-7615 for installation. Allow for 10 business days for work to be completed.
- If work site is not ready by 12:00 pm, or unsafe, city crews will require work to be stopped, and will not complete installation until work site is acceptable. Contractor will be required to plate trench and reschedule.

Notes:  
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