



DEPARTMENT OF AGRICULTURE, WEIGHTS AND MEASURES

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AGRICULTURAL COMMISSIONER/
SEALER OF WEIGHTS & MEASURES

GARRETT COOPER

ASST. AGRICULTURAL COMMISSIONER/
SEALER OF WEIGHTS & MEASURES

Dear Valued Customer:

Registration of utility sub-meters used for commercial purposes is required annually. Registration fees offset the cost of inspection and testing to ensure commercial devices are in compliance with state and local laws. Enclosed is the renewal application for your registration certificate.

REGISTRATION REQUIRED:

- ☐ Make any necessary changes on the enclosed Annual Registration Application.
- ☐ Return the bottom portion of the application with the required fees due.
- ☐ Send all applicable fees – location fee, state administrative fee, device fee and any delinquent fees accrued:
 - By check or money order payable to: *County of San Diego*.
 - By Visa, MasterCard, or bank account, please go to:
<https://publicservices.sandiegocounty.gov/CitizenAccess>
 - Click on the AWM tab to find our online payment instructions.
 - In person at our office, Monday-Friday, 8:00 a.m. to 5:00 p.m., excluding holidays.
- ☐ Keep the top portion for your records; expiration date is on the top of the application. Your registration is valid once your application and fees are received; permits or certificates will no longer be mailed.

DUE DATE AND DELINQUENT FEES:

- Registrations not received or postmarked within 30 days of the due date are considered delinquent and will accrue delinquent fees. (Your due date is on the enclosed application form.)
- A delinquent fee of 50% of the original fee will be assessed 30 days after the due date.

ADDITIONAL INFORMATION:

- A separate registration application (with applicable fees) is required for each business location with one or more commercial scales or meters.
- Registrations are not transferable from one person to another or from one location to another. If your business moves or is sold to a new owner, a new registration is required.
- Annual registration is the responsibility of the person who owns or uses these devices.
- **Replacement meters may be substituted during testing provided they are type-approved for commercial use and bare a valid County Weights and Measures Seal prior to installation.**
- Please be advised the sub-meter lab will no longer accept meters that are loose (unboxed). All meters must be submitted in boxes properly labeled with the location name.
- **Please submit your meters according to the schedule on the reverse side.** You will be notified to pick up the completed meters within 5 working days. Meters not claimed within 90 days of this notification may be subject to disposal as unclaimed property.

RESOURCES:

- Information online: <http://www.sandiegocounty.gov/content/sdc/awm.html>
- Please call: (858) 694-2778, Monday – Friday, 8:00 a.m. to 5:00 p.m.

TESTING SCHEDULE FOR SUB-METERS by ZIP CODE

1ST QUARTER ZIP CODES JANUARY-MARCH	2ND QUARTER ZIP CODES APRIL-JUNE	3RD QUARTER ZIP CODES JULY-SEPTEMBER	4TH QUARTER ZIP CODES OCTOBER-DECEMBER
91905	91901	91915	91911
91906	91902	91932	91912
91908	91903	91933	91914
91909	91931	91950	91935
91910	91945	91951	91942
91913	91946	91978	91962
91916	91976	92008	91980
91917	91977	92011	91987
91921	91979	92020	92007
91934	92018	92022	92009
91941	92019	92023	92010
91943	92025	92026	92021
91944	92029	92040	92027
91948	92030	92046	92055
91963	92033	92049	92057
92003	92037	92051	92058
92004	92038	92052	92059
92013	92039	92056	92065
92014	92054	92064	92067
92024	92061	92066	92078
92028	92070	92071	92079
92036	92075	92072	92081
92060	92083	92074	92086
92068	92091	92084	92104
92069	92092	92085	92108
92082	92093	92088	92114
92101	92096	92103	92120
92105	92102	92107	92128
92109	92106	92111	92139
92115	92110	92112	92142
92126	92116	92113	92143
92130	92119	92117	92145
92131	92121	92118	92147
92132	92136	92122	92149
92134	92137	92123	92150
92155	92138	92124	92152
92158	92140	92127	92153
92159	92154	92129	92165
92160	92169	92135	92166
92161	92170	92178	92167
92163	92171	92179	92168
92191	92172	92182	92173
92192	92174	92184	92193
	92175	92187	92195
	92176	92198	92196
	92177		

- Locate the zip code where the sub-meters are in use.
- Determine the quarter with the applicable zip code.
- Submit at least 10% of each type of sub-meter (electric, vapor, water) annually to ensure all meters are tested at least once every ten years, unless other arrangements have been agreed to by the County Sealer.
- Please label the meters with their installation location and bring them to:

**Department of Agriculture, Weights and Measures
9335 Hazard Way Suite 124 San Diego, California 92123
Meter Lab Days/Hours: Monday through Friday 8:00 a.m. to 5:00 p.m.**

For convenience, you may wish to contact other sub-metered properties within the same zip code and coordinate the transportation of the sub-meters in one vehicle. This may alleviate some unnecessary trips to our central testing facility.