DEPARTMENT OF AGRICULTURE, WEIGHTS AND MEASURES
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HA DANG
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/Default.aspx
  - 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.
- 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.

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