



County of San Diego

HA DANG
AGRICULTURAL COMMISSIONER/
SEALER OF WEIGHTS & MEASURES

DEPARTMENT OF AGRICULTURE WEIGHTS AND MEASURES
9325 HAZARD WAY, STE. 100, SAN DIEGO, CA 92123-1217
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<http://www.sdcawm.org>

MĒGAN MOORE
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.sdcounty.ca.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.** After the meters have been tested, you will be notified to pick up the completed meters within 5 working days. Meters not claimed within 180 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	91947	91935
91910	91945	91950	91942
91913	91946	91951	91962
91916	91976	91978	91980
91917	91977	92008	91987
91921	91979	92011	92007
91934	92018	92020	92009
91941	92019	92022	92010
91943	92025	92023	92021
91944	92029	92026	92027
91948	92030	92040	92055
91963	92033	92046	92057
92003	92037	92049	92058
92004	92038	92051	92059
92013	92039	92052	92065
92014	92054	92056	92067
92024	92061	92064	92078
92028	92070	92066	92079
92036	92075	92071	92081
92060	92083	92072	92086
92068	92090	92074	92104
92069	92091	92084	92108
92082	92092	92085	92114
92101	92093	92088	92120
92105	92096	92103	92128
92109	92102	92107	92139
92115	92106	92111	92142
92126	92110	92112	92143
92130	92116	92113	92145
92131	92119	92117	92147
92132	92121	92118	92149
92134	92136	92122	92150
92155	92137	92123	92152
92158	92138	92124	92153
92159	92140	92127	92165
92160	92154	92129	92166
92161	92169	92135	92167
92162	92170	92178	92168
92163	92171	92179	92173
92164	92172	92182	92193
92190	92174	92184	92194
92191	92175	92186	92195
92192	92176	92187	92196
92197	92177	92197	
		92198	
		92199	

- 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.