

HYDRANT METER USE PROCEDURES

Upon application and payment of applicable fees and deposits, the use of fire hydrants and meters may be granted by the Utilities Department. The following outlines the procedures to be followed to be granted permission to use fire hydrants for non-potable water needs.

1. A written application for a permit is available at the Utilities Department Administration Building or the Water Distribution Division located at 1515 Mitchell Blvd.
2. Upon receipt of the application by Water Distribution, the information will be reviewed for completeness along with past working experience with the applicant. If found acceptable, the fees and deposits identified on the permit are to be paid and deposited with the City.
3. Water Distribution will send notice to Utility Billing, the Engineering Department and the Fire Division about the use of the identified hydrant.
4. Once the meter is issued it is the responsibility of the applicant to determine whether the meter is functioning properly. Failure to do so will result in a flat fee of \$22.50 per day while the meter is in the applicants possession.
5. The applicant shall abide by the rules stated on the permit or all privileges may be revoked and any future request for a hydrant use permit may be denied.
6. Following the return of the meter, Water Distribution will make a request to finance for the return of any deposits. It typically takes 3 to 10 days for processing. Additionally, the other divisions/departments will be notified the hydrant is back in full service.
7. Refund checks will be forwarded to the company address provided unless other arrangements are made with the Finance Department.
8. The meter will be read for usage and a bill will be mailed to the applicants company.