

FIRE HYDRANT "USE PERMIT" APPLICATION PROCEDURE

1. Applicant to obtain Hydrant Permit Application from City of Kelso Finance Department at 203 S. Pacific Avenue
2. Applicant to complete the applicant information at the bottom of the permit application and pay deposit of \$950
3. Finance stamps application as paid (with respect to the deposit), fills out line 1 on application, and makes a copy of the application for their files
4. Applicant presents original application with proof of deposit payment to the Operations Department at 2300 Parrott Way for Water Supervisor's approval
5. Water Supervisor (957-2212) to fill out lines 4-9
6. If approved, Public Works Superintendent signs line 11, fills in Issue Date on top of form, and gives approved application to Water Supervisor (This application should not be considered approved until line 11 is signed)
7. Water Supervisor and applicant agree on a date and time to install the meter assembly
8. Water Supervisor meets applicant at hydrant at agreed upon time, installs meter assembly, and instructs applicant on proper hydrant use procedures
9. Water Supervisor removes meter assembly on End Date and records meter reading on line 10
10. Water Supervisor routes original application to Finance
11. Finance calculates final billing amount (including per day charge) and records this on line 2
12. Finance bills applicant and records billing date on line 3
13. Original application is filed, replacing copy made in step 3
14. Finance tracks payment
15. Once payment is received, Finance records payment received date on line 3