

Permit No: \_\_\_\_\_

Issue Date: \_\_\_\_\_

### FIRE HYDRANT USE PERMIT WITH METER RENTAL

City of Kelso – Phone 360-423-0900

This permit authorizes the use of a City of Kelso owned Fire Hydrant (KMC 13.04.330) as listed below:

Finance Dept. to fill in this area:	<p>1. Deposit \$1000 + \$150 meter assembly installation and removal fee. \$1,150 paid - Date: _____ Cash: _____ Check #: _____</p> <p>2. Final billing use fee: _____</p> <p>3. Final billing dates: _____ / _____ (Bill Date) (Date Paid)</p>
Utilities Manager to fill in this area:	<p>4. Permit valid from: _____ to End Date: _____ (meter pick-up date)</p> <p>5. Meter No: _____ Meter type: _____</p> <p>6. Hydrant wrench supplied: Yes: _____ No: _____</p> <p>7. Permit issued by: _____ (Utilities Manager)</p> <p>8. Location of hydrant: <input type="checkbox"/> 433 Hazel <input type="checkbox"/> 2696 Coweeman Park Dr <input type="checkbox"/> 105 Minor Rd <input type="checkbox"/> 5<sup>th</sup> &amp; Catlin Alternate location (if volume will exceed 5 ERU or 10,000 gals/week) _____</p> <p>9. Reading at Start: _____ Date: _____</p> <p>10. Reading at End: _____ Date: _____ Removed by: _____ Meter condition: _____ Damage/Replacement Cost: _____</p> <p>11. Permit approved by: _____ (Public Works Superintendent)</p>

- Permit shall be carried by user and be shown upon request.
- Permittee shall comply with the requirements and responsibilities set forth in the hydrant use permit application procedure, International Fire Code Section 105, current City water/sewer rate ordinance, and master fee schedule. This shall include water hammer liability for improper hydrant valve operation (KMC 13.04.450).
- Meter charge is \$5.00 per day. Year-round use may waive this charge, but must be pre-approved by the public works director. (KMC 13.04.340)
- Minimum charge for water consumption is twenty (\$20.00) dollars.

Applicant's name: \_\_\_\_\_ Phone: \_\_\_\_\_

Billing address: \_\_\_\_\_  
(Street Address) (City, State, Zip)

Applicant's signature: \_\_\_\_\_

## **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 \$1,150.00
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 Utilities Manager's approval
5. Utilities Manager (360-957-2212) to fill out lines 4-9
6. If approved, Public Works Superintendent or Utilities Manager signs line 11, fills in issue date on top of form (This application should not be considered approved until line 11 is signed)
7. Utilities Manager and applicant agree on a date and time to install the meter assembly
8. Utilities Manager or Designee meets applicant at hydrant at agreed upon time, installs meter assembly, and instructs applicant on proper hydrant use procedures
9. Utilities Manager or Designee removes meter assembly on End Date and records meter reading on line 10
10. Utilities Manager 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