

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

**City of Kelso – Phone 360-423-0900**

Finance & Utility Dept. to fill in this area:	<p>1. Deposit \$1,000 + \$150 meter assembly installation and removal fee. Cash:_____ Check #:_____ Debit:_____ Credit:_____</p> <hr/> <p>2. Final billing use fee:_____</p> <p>3. Final billing dates: _____ / _____ (Bill Date) (Date Paid)</p>
Public Works 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: _____ <b>(Public Works Operations Manager)</b></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:_____</p> <p>Removed by: _____ Meter condition: _____</p> <p>11. Permit approved by: _____ <b>(Public Works Manager)</b></p>

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

hydrant\_permit\_app\_20150731 2024

## **FIRE HYDRANT "USE PERMIT" APPLICATION PROCEDURE**

1. Applicant to obtain Hydrant Permit Application from City of Kelso Finance & Utility Department located at [203 S. Pacific Avenue](#) or City of Kelso website [kelso.gov](http://kelso.gov).
2. Applicant is to complete the applicant information at the bottom of the permit application and pay deposit of **\$1,000** + **\$150** meter assembly install/removal fee.
3. Finance & Utility Department 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 (Public Works) at 2300 Parrott Way for Public Works Manager approval.
5. Public Works Operations Manager (360-957-1701) to fill out lines 4-9.
6. If approved, Public Works Manager signs line 11 and fills in issue date at the top of the form. (This application should not be considered approved until line 11 is signed)
7. Public Works Manager and applicant agree on a date and time to install the meter assembly.
8. Public Works meets applicant at hydrant at agreed upon time, installs meter assembly, and instructs applicant on proper hydrant use procedures.
9. Public Works removes meter assembly on End Date and records meter reading on line 10.
10. Public Works routes original application to Finance & Utility Department.
11. Finance & Utility Department calculates final billing amount (including per day charge) and records final numbers on line 2.
12. Finance & Utility Department bills applicant and records billing date on line 3.
13. Original application is filed, replacing copy made in step 3.
14. Finance & Utility Department tracks payment.
15. Once payment is received, Finance & Utility records payment received date on line 3.

Location/Address for Hydrant: