Permit No:	Issue Date:		
	FIRE HYDRANT USE PERMIT 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 & Utility Dept. to fill in this	1. Deposit \$1,000 + \$150 meter assembly installation and removal fee. Cash: Check #: Debit: Credit: 2. Final billing use fee:		
area:	3. Final billing dates:/(Bill Date) (Date Paid)		
Public Works to fill in this area:	4. Permit valid from: to End Date: (meter pick-up date)		
	6. Hydrant wrench supplied: Yes: No:		
	7. Permit issued by: (Public Works Operations Manager)		
	8. Location of hydrant: 433 Hazel 2696 Coweeman Park Dr 105 Minor Rd 5th & Catlin Alternate location (if volume will exceed 5 ERU or 10,000 gals/week)		
	9. Reading at Start: Date:		
	10. Reading at End: Date:		
	Removed by: Meter condition:		
	11. Permit approved by:(Public Works Manager)		
Permi hydra city when hamm	t shall be carried by user and be shown upon request. ttee shall comply with the requirements and responsibilities set forth in the nt use permit application procedure, International Fire Code Section 105, current rater/sewer rate ordinance, and master fee schedule. This shall include water her liability for improper hydrant valve operation (KMC 13.04.450). The charge is \$5.00 per day. Year-round use may waive this charge but must be pre-		

- approved by the Public Works Manager. (KMC 13.04.340)
 Minimum charge for water consumption is \$20.00.

Applicant's name:		Phone:	
Billing address:	(Street Address)	(City, State, Zip)	
Applicant's signature: Location/Address for Hydrant:			

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 <u>kelso.gov</u>.
- 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: