



CITY OF BELLEVUE UTILITIES

Operations & Maintenance

FIRE HYDRANT OPERATION

If you encounter damage to the hydrant or experience any problems please call Bellevue Utilities as soon as possible so the necessary repairs can be made, 425-452-7840 (24 hours).

1. A hydrant permit is required to utilize any fire hydrant. Operate only the hydrant you are authorized to use.
2. Verify hydrant is shut off, remove the port cap and install meter and backflow assembly.
3. For any use where the connection to the fire hydrant does not involve filling with an inspected and approved Tank Lot vehicle the minimum requirement is the installation of an approved and tested DCVA. An increased level of protection may be required if connecting to a high health hazard. Test reports are required at the time the permit is processed.
4. Open the hydrant operating nut slowly, (one revolution per second) and completely. The gate valve on the hydrant port is to be used for throttling and the operating nut must be fully open to eliminate leakage through the hydrant drain valve.
5. When completed, turn the operating nut slowly to the closed position (Do not force)
6. Remove equipment, check for leaks, and replace port cap (Hydrant should drain empty.)
7. Report any hydrant problems or damage immediately: 425-452-7840 (24 hours)
8. Return rental equipment to Bellevue Service Center Receiving: 2901 - 115th Ave. NE.

Failure to comply with the standard requirements can result in the immediate termination of this permit and the issuance of any applicable fines per Bellevue Civil Enforcement code chapter 1.18 and is subject to escalating enforcement including up to \$500 per day per violation and up to \$5,000 per day for repeat violations.

In addition to permit fees and equipment deposits, you are charged rental and water use at the following rates:

Permit Fee:	\$100.00
Water Use Charge:	\$5.88 per hundred cubic ft (ccf)
Wrench Deposit	\$25.00
Hydrant Meter Rental:	$\frac{3}{4}$ Meter \$100 Deposit / \$25.00 per month 3" Meter \$800 Deposit / \$50.00 per month

Operating equipment is checked out at Bellevue Service Center: 2901 - 115th Ave. NE, Bellevue

Fire Hydrant Use Permits are not issued without the consent of a Water Quality Specialist.
Call 425-452-5208 for scheduling inspections or questions regarding backflow assemblies.

Any billing questions to Elvie Muya, 425-452-6989

Tank Lot Quantity Reports must be submitted monthly to avoid cancellation of the permit:

City of Bellevue
Utilities RMCS
P.O. Box 90012
Bellevue, WA 98009-9012

See map for hydrant locations designated for Tank Lot use.
(Designated hydrants are painted blue for easy identification.)



CITY OF BELLEVUE UTILITIES
2012 Fire Hydrant Use Permit - *Tank Lot*

ECopied to *Elvie Muya*
and *Jin Muse*: _____
(date)

Permit #: _____ Expires **12/31/2012**

Business Name: _____ Annual Permit Fee (\$100.00) **(Required)**

Business Phone: _____ Hydrant Wrench Deposit (\$25.00) **(Optional)**

Contact Name : _____ Air Gap Inspection Done? **(Required)**

Contact Phone: _____

Billing Address: _____ City: _____ Zip: _____

Purpose of Water Usage: _____

* Use of approved fill sites (designated hydrants) is limited to the vehicle identified below *

Vehicle Make: _____ Type: _____ License #: _____ Tank Capacity: _____ gal

Vehicle Backflow Inspection Date: ____/____/____ Inspected By: _____ CCS/BAT Cert #: _____

In consideration of monthly service charge payment, this permit authorizes use on designated hydrants at designated fill site only.

Note: This permit is non-transferable and must be carried in the vehicle listed above.

Payment Class Transaction Number _____ Received By: _____

This Tank Lot Permit Requires:

- Quantity Reports must be received by the fifteenth (15) day of the month or the Permit will be revoked.
Reports must be sent even if volume is not used.
- Use of hydrants at designated fill site only (see map provided). All other hydrants require a separate permit for use.
- Backflow device inspection reports certified upon installation (at start of a new project) and annually thereafter.
- Vehicle backflow inspection is required annually. Call 425-452-5208 to schedule inspection.
- An individual permit for *each* vehicle using designated fill sites.
- Hydrant use permit sticker must be visible from rear of vehicle.

Failure to comply with the standard requirements can result in the immediate termination of this permit and the issuance of any applicable fines per Bellevue Civil Enforcement code chapter 1.18 and is subject to escalating enforcement including up to \$500 per day per violation and up to \$5,000 per day for repeat violations.

Notify Bellevue Utilities immediately if you encounter any damage to the hydrant or have any questions or problems: 425-452-7840

Important: The operator must follow standard operating procedures for opening and closing the fire hydrant listed on the reverse side.

Do you understand and agree to adhere to the conditions listed above? YES NO

Sign: _____ **Date:** ____/____/____

Hydrant Wrench Return Information (Utilities Stores Personnel)

Wrench Issue Date: ____/____/____ Issued To (Signature): _____ Issued By (Signature): _____

Wrench Return Date: ____/____/____ Returned By (Signature): _____ Received By (Signature): _____