



CITY OF BELLEVUE UTILITIES

Operations & Maintenance

2013 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 (non-refundable)
Water Use Charge:	\$6.60 per hundred cubic ft (1 ccf = 748 gallons)
Wrench Deposit	\$25.00 refundable deposit
Hydrant Meter Rental:	$\frac{3}{4}$ Meter \$100 Deposit / \$25.00 per month 3" Meter \$800 Deposit / \$50.00 per month

Permits & equipment are issued at the Bellevue Service Center - 2901 115th AVE NE, Bellevue 98004

Tank Lot Permits are not issued until the vehicle has been inspected by Bellevue Utilities. Call 425-452-5208 for scheduling inspections or questions regarding backflow assemblies.

Tank Lot Quantity Reports must be submitted by the 15th of each month. ***Charges will be billed at \$6.60 per ccf based on the tank capacity and charged based on one fill-up per day for the number of days the permit is active (Assuming one fill up per day) if the log is not received by the 15th of the following month.***

Fill logs and/or questions regarding billing should be sent to:

City of Bellevue
Utilities RMCS
Attn: Elvie Muya
P.O. Box 90012
Bellevue, WA 98009-9012
425-452-6989 (phone) 425-452-5214 (fax)

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



CITY OF BELLEVUE UTILITIES

2013 Fire Hydrant Use Permit - *Site Specific*

Permit #: _____

Expires 12/31/2013

Business Name: _____

Annual Permit Fee (\$100.00)

Business Phone: _____

3" Meter Deposit (\$800.00)

Contact Name: _____

3" Meter Monthly Rental (\$50.00)

Contact Phone: _____

3/4" Meter Deposit (\$100.00)

Billing Address: _____

3/4" Meter Monthly Rental (\$25.00)

Hydrant Wrench Deposit (\$25.00) (*Optional*)

City: _____ St: _____ Zip: _____ Purpose/Project ID: _____

Permit Renewal - Previous permit # _____ Was meter brought in for read at time of renewal? Y N

In consideration of monthly services charge payments, this permit authorizes fire hydrant use at:

Hydrant Address: _____ Class Number _____ Rec'd by: _____
(use Maximo if unsure)

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.

Site Specific fire hydrant use permit require the following:

- Permit validates the use of the single designated hydrant listed above
- Backflow prevention is required and assemblies must be certified upon installation and annually thereafter.

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

This permit is non-transferable and must be in the possession of the operator.

Hydrant Rental and Return Information (Utilities Stores Personnel)

Rental Information: Date Issued: ___/___/___ Meter # _____ Initial Read: _____

Rental Notes: _____ Issued By (Stores): _____ Wrench Issued? Y N

Rented By (Customer): _____ Contact Phone: _____ Rented By (Stores): _____

Return Information: Date Returned: ___/___/___ Read In: _____ Wrench Returned? Y N

Meter Condition: Good Damaged Comments (if app): _____

Returned By (Customer): _____ Contact Phone: _____ Received By (Stores): _____

Backflow Assembly Information (Water Quality Personnel)

Backflow Assembly #: _____ Inspection Date: _____ CCS/BAT # _____

Water Quality Notes: _____ Photo ?: Y N

Loss or damage to Backflow assembly will be at the cost of the permittee at full market value of assembly. Signed: _____