



**CITY OF BELLEVUE  
UTILITIES DEPARTMENT**

**MONTHLY CERTIFICATE  
QUANTITY OF WATER TAKEN FROM HYDRANTS**

Permit Number: \_\_\_\_\_ Issued Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Expires: **12/31/2015**  
 Business Name: \_\_\_\_\_ Business Phone: \_\_\_\_\_  
 Reporting Period: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_ Tank Capacity (gallons): \_\_\_\_\_

**Monthly certificate of water usage must be submitted by the 15<sup>th</sup> of each month, even if no water is taken.**

	Date Water Taken	Gallons Taken	Name of Operator	For Office Use/ 100's CF
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>Total Gallons:</b>			<b>Consumption:</b>	

**NO WATER USED**

The undersigned hereby certifies that the following is an accurate, true and correct statement indicating the quantity of water taken from the City of Bellevue's fire hydrant (attach additional sheets as necessary).

Print Name: \_\_\_\_\_ Signed Name: \_\_\_\_\_ Date Submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Mail or Fax to:** City of Bellevue  
 Utilities RMCS  
 Attn: Elvie Muya  
 P.O. Box 90012  
 Bellevue, WA 98009-9012  
 425-452-6989 (phone)



## 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. N.E.

**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:	\$7.39 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 \$850 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 425-452-7840 for scheduling inspections or questions regarding backflow assemblies.**

Tank Lot Quantity Reports must be submitted by the 15<sup>th</sup> of each month. **Charges will be billed at \$7.39 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 15<sup>th</sup> 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.