



## CITY OF BELLEVUE UTILITIES

Operations & Maintenance

### 2017 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:	\$8.03 per hundred cubic ft. (1 ccf = 748 gallons)
Wrench Deposit	\$25.00 refundable deposit
Hydrant Meter Rental:	¾ 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 \$8.03 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.



CITY OF BELLEVUE UTILITIES

2017 Fire Hydrant Use Permit - Tank Lot

Permit #: \_\_\_\_\_ Expires 12/31/2017

Business Name: \_\_\_\_\_
Business Phone: \_\_\_\_\_
Annual Permit Fee (\$100.00) (Required)
Hydrant Wrench Deposit (\$25.00) (Optional)
Air Gap Inspection Done? (Required)

Contact Name: \_\_\_\_\_ 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.

Class Number \_\_\_\_\_ Received By: \_\_\_\_\_

- This Tank Lot Permit Requires:
• 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 and for each vehicle. Call 425-452-5208 to schedule inspection.
• A individual permit is required for each vehicle using designated fill sites and permit sticker must be visible on tank.
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.
Tank Lot Quantity Reports must be submitted by the 15th of each month. Charges will be billed at \$7.77 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 even if no water is used.
Notify Utilities immediately if you encounter any damages to a hydrant at 425-452-7840.
For billing or fill log questions contact Elvie Muya at 425-452-6989.
To schedule Tank Lot Inspection for additional vehicles, contact John Sizemore at 425-452-5208.
Do you understand and agree to adhere to the conditions listed above? YES NO

Print name: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Hydrant Wrench Return Information (Utilities Stores Personnel)

Wrench Issue Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Issued To (Print full name): \_\_\_\_\_ Issued By (Signature): \_\_\_\_\_

Wrench Return Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Returned By (Print full name): \_\_\_\_\_ Received By (Signature): \_\_\_\_\_