

# SOUTHWEST METROPOLITAN WATER & SANITATION DISTRICT

## REGULATION FOR USE OF FIRE HYDRANTS

(adopted June 28, 2002)

**Authorized Use:** Except for emergency use for extinguishing fires, permission to withdraw water from a fire hydrant owned by Southwest Metropolitan Water and Sanitation District requires issuance of fire hydrant use permits by the District and the Denver Water Department.

**Permit Issuance:** Permits will be issued for specific fire hydrants for an established length of time not to exceed one year.

**Permit Fees:** Fire hydrant permit fees and meter and equipment rental charges shall be established by the Board of Directors and are subject to change at any time without notice.

**Payment for Water:** The District and the Denver Water Department may require the use of a water meter to record consumption of all water withdrawn from fire hydrants. Charges for water used will be made to the Denver Water Department in accordance with their current rules and rate schedules which are subject to change without notice.

**Permit Inspection:** Employees of the District and Denver Water Department shall be permitted to examine the fire hydrant use permit at any time a fire hydrant is in use.

**Cross Connection Control – Backflow Prevention:** All connections to fire hydrants shall be made in accordance with applicable District and Denver Water Department cross connection control and back flow prevention regulations and standards.

**Hydrant Connections:** Connection to District fire hydrants shall be made only with use of a device approved by the District. Only approved wrenches shall be used for opening and closing hydrant nozzle caps and for operating the fire hydrants.

**Damages:** Permitted users shall be responsible for repair of any damages caused to fire hydrants, private property surrounding the hydrant(s), the District's water system and District customer's water facilities as a result of fire hydrant use. Damages shall be repaired by the District or the District's authorized contractor and the charges thereof assessed to the user.

**Revocation:** The District reserves the right to not issue permits for use of fire hydrants for any reason, and further, to revoke or cancel a fire hydrant permit at any time with or without cause. In case of revocation, a prorated portion of the hydrant use fees shall be returned to the permitted user.

**Unauthorized Use:** Except for water used for emergency purposes by authorized emergency service providers, any water withdrawn from District owned fire hydrants without a valid District fire hydrant use permit shall be deemed unauthorized use and subject to fines, penalties, and damage assessments established by the District Board of Directors plus applicable collection costs, legal fees, and court costs.



# SOUTHWEST METROPOLITAN WATER & SANITATION DISTRICT

## Fire Hydrant Permit Issuance and Inspection Procedures

Authorized Use: Except for emergency use for extinguishing fires, and other emergency purposes, permission to withdraw water from a fire hydrant owned by Southwest Metropolitan Water and Sanitation District requires issuance of a fire hydrant use permit by the District and the Denver Water Department. Permits shall be issued in accordance with Southwest Metropolitan's Fire Hydrant Use Policy and these procedures.

### General Conditions

1. Connections to District fire hydrants shall be made only with devices or equipment approved by the District.
2. Only District approved wrenches shall be used to remove hydrant nozzle caps and to operate the hydrant.
3. Fire hydrant use permits are subject to revocation at any time with or without cause.
4. Permittees shall comply at all times with all District and Denver Water Department cross connections control and backflow prevention rules, regulations and standards.
5. Permittees shall be responsible for obtaining a fire hydrant use permit from the Denver Water Department prior to use of any District fire hydrant.
6. Permittees are responsible for all damage caused to the fire hydrant(s), private property surrounding the hydrant(s), the District's water system, and the District's customers water facilities.
7. Permits may be issued for a maximum period of one year.
8. Permits may be renewed one time only for a period not to exceed one month.
9. Permits may not be issued until authorized by the District's maintenance supervisor or his designee.
10. Permittees shall comply with all Denver Water Department requirements for metering water use and paying the Denver Water Department for all water used.
11. Permits must be in the possession of the user at all times the fire hydrant is in use. Further, a sign supplied by the District to indicate that the user has obtained permission to use a fire hydrant must be secured to the hydrant at all times it is in use.

## Special Conditions

1. Use of fire hydrants that have not been accepted for probationary maintenance require a letter from the owner/developer granting permission to use the hydrant. The letter must be delivered to the District by the permit applicant at the time a permit is issued. All other permit preparation and issuance procedures shall apply

## Permit Preparation and Issuance Procedures

1. Requests for fire hydrant use permits must be made a minimum of 2 business days in advance to allow District staff to inspect the hydrant and verify proper operation.
2. Upon receipt of a request for use of a fire hydrant, the District permit clerk will check to see if hydrant is available for use (no other permits issued for the hydrant being requested). If available, the permit clerk will request that an inspection of the hydrant(s) be performed by preparing an inspection work order and giving it to the maintenance supervisor. Once informed that the hydrant(s) is/are in good working order, the permit clerk will prepare the permit form in accordance with the following guidelines.
  - a) The appropriate District form must be used for each hydrant.
  - b) Fill in the issue date and expiration date. Note: The permit can be issued for a maximum of one year.
  - c) Fill in the location and hydrant identification number. For multiple hydrants, attach a separate sheet listing all hydrants numbers and their locations.
  - d) Fill in the amount due in the appropriate locations. Damage deposit and processing fees are attached hereto as Exhibit A.
  - e) Fill in the number of months for which the hydrant permit is issued.
  - f) Fill in the number of fire hydrants for which the hydrant permit is issued.
  - g) Fill in applicant's name, address and telephone number(s)
  - h) Fill in pre-inspection date and inspector's initials upon completion of pre-inspection.
  - i) Receive check and record check number on permit form.
  - j) Sign permit.
  - k) Provide pink and gold copies of permit to the applicant. Provide permit display sign and instructions for its use to applicant. Advise applicant that the pink copy

of the permit must be delivered to the Denver Water Department prior to use of the fire hydrant.

- l) Endorse check with appropriate District's checking account deposit stamp. Provide check and yellow copy of permit to Financial Administrator.
  - m) Enter fire hydrant use permit information in the fire hydrant database.
  - n) File white copy of permit, along with the pink inspection form, by the month the permit is due to expire in the fire hydrant permit binder kept at receptionist desk.
  - o) Schedule date two weeks prior to permit expiration to mail expiration notice to applicant (Exhibit B).
  - p) Two weeks prior to permit expiration, mail expiration notice (Exhibit B) to applicant. Record date notice was mailed on permit form.
  - q) Upon expiration, pull previous hydrant inspection request form (pink copy) from the hydrant binder, write the word FINAL on the top of the form and request a damage inspection of hydrant from maintenance supervisor.
  - r) Upon verification of inspection, return of permit display sign, and return of fire hydrant wrench (if applicable), issue written request for a refund check for damage deposit from financial administrator.
  - s) Upon receipt of the refund check from the financial administrator, annotate the District's check number on the fire hydrant permit form as well as entering the information in the fire hydrant database.
  - t) Prepare form letter to the applicant informing them of what the refund check is for (Exhibit C), and mail the letter and refund check to the applicant.
3. Permits may be extended one time only for a period not to exceed one month. If the permittee requests an extension of the permit, the applicable processing and permit fees must be paid prior to the original permit expiration date. **Upon payment of said fees, the permit clerk shall record the date renewed, the renewal check number, and the revised expiration date on the permit** and follow steps 2l through 2t above.

## SOUTHWEST METROPOLITAN FIRE HYDRANT USE AND PENALTY FEE SCHEDULE

### Fire Hydrant Use Fees

Use of One Fire Hydrant: \$100 per month per fire hydrant

Use of Multiple Hydrants: \$100 per month for first fire hydrant plus  
\$50 per month for each additional fire hydrant

### Damage Deposits

\$250 per fire hydrant

\$50 per fire hydrant wrench\*

### Penalty Fees

1 <sup>st</sup> Violation	\$250.00
2 <sup>nd</sup> Violation	\$500.00
3 <sup>rd</sup> Violation	\$750.00
4 <sup>th</sup> Violation	\$1,000.00

\* The hydrant wrench deposit shall be forfeited if the wrench is not returned to the District office within seven (7) days of expiration of the permit.

 Southwest Metropolitan  
Water & Sanitation District  
8739 W. Coal Mine Ave.  
Littleton, CO 80123

# NOTICE

This is to notify you that your fire hydrant permit # \_\_\_\_\_ expires \_\_\_\_\_. The fire hydrant will be inspected for damage on that date and, subject to no damage occurring to the hydrant and return of the fire hydrant permit display sign, a refund check of the damage deposit will be processed shortly thereafter. If you have obtained a hydrant wrench or adaptor from the District, they must be returned prior to issuance of a refund check. If you wish to extend the permit, please call (303) 979-2333. Thank you.



# Southwest Metropolitan Water and Sanitation District

DATE

COMPANY NAME  
CONTACT PERSON  
ADDRESS  
ADDRESS

Re: **Damage Deposit Refund for Fire Hydrant Use Permit Number: 000\_\_\_\_\_**

To Whom It May Concern:

Please find enclosed a damage deposit refund check for the above referenced Fire Hydrant.

If you have any questions, please feel free to call me at (303) 979-2333.

Sincerely,

*Barrie Brinkley*

Barrie Brinkley  
Administrative Assistant