



Fire Hydrant Meter Application

P.O. Box 293, 525 N. 3rd Ave, Pasco, WA 99301

Company: _____ Date: _____

Contact Name: _____ License # _____

Billing Address: _____ Phone # _____

City: _____ State: _____ Zip Code: _____

Local Point of Contact (if different than billing)

Contact Name: _____ Phone # _____

Inside City Limits? YES [] NO []

Location of Use: _____ Estimated Return Date: _____

Deposit \$ _____ (Non – Refundable)
Handling/Processing Fee \$ _____

CA/CK# _____

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Fire Hydrant Meters are to be used for filling water trucks ONLY. Fire hydrant meter use for irrigation hand lines and other methods of water use are NOT acceptable. Upon installation of the domestic water meter, watering with regular (garden) sized hoses for dust control must be done through that meter. For deep sewer construction, special permission may be granted through the City Engineer or the Utility Engineer.

To prevent damage and insure the meter reads correctly, the meter must have the cap on and the valve must be in the closed position anytime the meter is not in use (in transport, on the fire hydrant and not in use, in storage, etc.)

The City will confiscate the meter if it is found to not have the cap on and the valve closed when not in use.

The Fire Department requires that the fire hydrant be turned off each night. If the fire hydrant meter and/or backflow assembly are left in place the customer is responsible for any theft or freeze damage that may result.

I have read and understand the Fire Hydrant Meter Requirements (2 pages attached):

Customer Signature: _____ Date: _____

FOR CITY USE ONLY

Meter #	Check Out Date	Beginning Read	Return Date	Ending Read	Use in Cubic Ft

METER FOR CITY PROJECT USE ONLY

PROJECT NAME:

PROJECT NO:

Meter #	Check Out Date	Beginning Read	Return Date	Ending Read	Use in Cubic Ft

Amount Due/Refund:

Refund Check Number:

Fire Hydrant Meter Requirements

APPLICATION

1. Application for the fire hydrant meter must be completed at City Hall (525 N. 3rd Avenue) with the Finance Department. The application must be filled out completely with current information. The Finance Department has the sole discretion of approving an application. Applications may be rejected for insufficient information.
2. Approved applications require a deposit of \$800.00 and a non-refundable fee of \$50.00 for handling and processing. (The fire hydrant meter can be picked up or returned at the Public Works Shop at 1025 South Gray Avenue between 7:00 a.m. and 3:30 p.m., Monday through Friday.)

BILLING

1. Fire hydrant meters used for one (1) month or less will have a reading taken at the time it is returned and water usage billed accordingly.
2. Fire hydrant meters that are used thirty (30) days or longer will be billed a monthly base fee plus the water usage. A billing card will be issued to the customer each month. The customer must return the billing card as soon as possible with the current fire hydrant meter reading. The card will then be returned to the customer stating the fees to be paid. If the customer fails to pay or provide billing information (date and current meter reading) for two (2) consecutive billing cycles, the return of the fire hydrant meter within forty-eight (48) hours is required. Immediately following the forty-eight (48) hours a charge per day will be assessed for each day the return of the meter is late.
3. Customers using a fire hydrant meter for twelve (12) months or more must return the fire hydrant meter every twelve (12) months to the Public Works Shop for validating the meter and annual maintenance.

CARE AND DAMAGE

1. **To prevent damage and insure the meter reads correctly, the meter must have the cap on and the valve must be in the closed position anytime the meter is not in use (in transport, on the fire hydrant and not in use, in storage, etc.) The City will confiscate the meter if it is found to not have the cap on and the valve closed when not in use.**
2. The customer is responsible for proper care and use of the fire hydrant and meter. The customer will be charged for all necessary repairs or the cost of a new meter if the fire hydrant meter is damaged beyond repair, lost, or stolen plus \$100.00 to cover administrative costs.
3. Backflow protection shall be provided by the customer. (See illustrations.)
4. The Fire Department requires that the fire hydrant be turned off each night. If the fire hydrant meter and/or backflow assembly are left in place the customer is responsible for any theft or freeze damage that may result.
5. Once the (*City of Pasco*) fire hydrant meter is placed on the fire hydrant, the fire hydrant must be opened all the way using an approved fire hydrant wrench (no pipe wrenches) to prevent damage. **NOTE: Fire hydrants must be operated slowly (15-20 full turns per minute). Opening and closing fire hydrants fast can cause severe damage to the fire hydrant and/or water system. The customer will be responsible for all damages and associated costs for improper operation of a hydrant or valve. After closing the fire hydrant and removing the fire hydrant meter, back up the fire hydrant operating nut slightly to relieve tension. Routine operation of the system will be performed at the valve located on the fire hydrant meter assembly not the fire hydrant itself.**

After reading the Fire Hydrant Meter Requirements, please initial _____ Date _____