



Operations Department
1116 Herring Gull Way
Parksville, BC V9P 1R2

Phone: 250 248-5412
Fax: 250 248-6140

City File Number: 5600-HYDR

Application for CITY FIRE HYDRANT USE PERMIT

APPLICANT'S NAME: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____ Email: _____

I hereby make application to use the City fire hydrant located at _____, anticipated for the period _____ to _____, for the following uses: _____.

Such uses are related to the following construction project (e.g. capital works, development, etc.):

Project Description: _____
Hydrant Location: _____ Hydrant Number: _____
City File Number: _____

I understand and agree to the following:

- **The following items must be included with this application:**
 - Fire hydrant use fee/deposit in the amount of \$500.
 - A *Backflow Prevention Assembly Test Report* in accordance with *CSA B64.10* for the backflow prevention device, prepared by a tester certified through an accredited school or college recognized by *BCWWA CCC Education Committee*, dated within one year of the date of this application.
- The fire hydrant may not be used until a Permit has been issued (Item 3 of the *City Use Only* area below must be signed), which must be kept on the site for the duration of use.
- Fire hydrant use is restricted to only the above-noted uses that have been accepted by the City.
- All permitted hydrant uses must be directed through an assembly consisting of a *Double Check Valve Backflow Prevention Device* of a make and model that meets the City's current standards (see *Approved Products List* in the Engineering standards manual and/or contact the Operations Department), and a lockable hose valve on the output end. This assembly must be installed directly to one fire hydrant hose nozzle. Only qualified persons may install this device and operate the fire hydrant valve, with due care.
- The Applicant must close the hydrant and remove the assembly when he/she is not present.
- The permit may be revoked by the City at any time, where deemed necessary (e.g. water use restrictions, improper use or device, Applicant absent when device installed, etc.)
- **When the Applicant no longer requires use of the hydrant, he/she must submit a letter stating this to the attention of the Chief Water Operator at the operations department** (1116 Herring Gull Way, Fax 248-6140), to which a copy of this permit must be attached. The City will inspect the hydrant, deduct a \$125 fee and any repair costs from the \$500 deposit, and refund/charge any balance remaining/due to the Applicant.

SIGNATURE OF APPLICANT: _____ DATE: _____

Personal information collected on this form is collected for the purpose of processing this application and for administration and enforcement. The personal information is collected under the authority of the *Local Government Act* and the City's bylaws. If you have any questions about this collection, contact the City Clerk, City of Parksville, P O Box 1390, Parksville, BC V9P 2H3; Phone 250 954-4664. Personal information or business information submitted on this form is not considered to be supplied in confidence.
Applicant's initials _____

City Use Only Below This Line (In order of process)

Manager of Operations (or Chief Water Operator):

1. Is the Backflow Prevention Assembly Test Report acceptable? _____
2. Are the requested hydrant uses acceptable? _____
3. **Permit Approved:** _____
Manager of Operations/ Chief Water Operator *Date*

Engineering / Operations Admin:

4. Record name and address of "payer" from front of cheque (for refund):
Name _____
Full Address _____
5. Deposit cheque at till, and record receipt number: _____
6. Original to file. **Copy of Approved Permit to:** **Chief Water Operator** **Fire Department**
 Applicant (with copy of receipt attached) Date: _____

Chief Water Operator:

7. Date Applicant notified City that hydrant use is complete: _____
8. Date hydrant inspected (charge labour to Account 2-1-21-6160-110[361601]): _____
9. Condition of hydrant: _____
10. Refund: Deposit **(a) \$500.00** (1-4-05-0272-000)
Less City costs retained (\$125 fee if hydrant ok) **(b) \$** (2-1-21-6160-110)
Amount to refund (a minus b; \$375 if hydrant ok) \$
Refund Approved by _____ on _____ (date).

11. **Place copy in file (5600-06-HYDR), then send this original with cheque requisition to Finance Department**