

FIRE HYDRANT USE POLICY



CITY OF AUGUSTA, GEORGIA

Table of Contents

Table of Contents

◆ Purpose_____	3
◆ Section I_____	3
◆ Section II_____	5
◆ Section III_____	6
◆ Hydrant Use Permit Application Movable_____	7
◆ Hydrant Use Permit Application Non-Movable_____	8
◆ Hydrant Use Permit Contract_____	9
◆ Standard Hydrant Operating Procedures_____	10

For Applications and Contracts please see the [Augusta Utilities Website](#).

FIRE HYDRANT USE POLICY

PURPOSE: To control unauthorized usage of the City of Augusta, Georgia owned fire hydrants, to protect the distribution system's integrity, protect the water quality, preserve fire protection, and provide temporary water needs to the City of Augusta, Georgia's Customers.

The following policy has been developed regarding temporary use of the City of Augusta, Georgia's water from the City of Augusta, Georgia's owned Fire Hydrants. For the Purpose of this policy, two categories of hydrant usage have been defined; Stationary (non-movable) and Non-stationary (movable from one location to another). Definitions of these categories are defined in section 1 and 2.

SECTION I: FIRE HYDRANT USE PERMITS NON- MOVABLE or STATIONARY:

Temporary Hydrant Use Permits will be required on all stationary sources such as new developments, new residential or commercial customers, site-specific construction, etc. Such permits will allow temporary water usage for up to ninety days.

1. Application

Any entity requesting temporary water will be required to complete an application for a hydrant use permit. Applications will indicate various pieces of information needed to establish a temporary account for the customer. In order to be approved, customers must first also apply and pay for permanent water service for the proposed property if a permanent facility is proposed. Hydrant Use Permits will be issued and approved only on the City of Augusta Utilities Department's existing water mains not new construction.

In extreme emergency situations, the City of Augusta Utilities Department will designate the hydrant that can be utilized to supply water on a short-term, temporary basis for water tankers, etc to transport to usage site until the new service (and hydrant use permits) applications can be processed. In such cases, the applicant will be instructed to contact the City of Augusta Utilities Construction and Maintenance and Backflow Prevention Departments for guidance.

In no case will hydrant hoses be allowed to traverse areas exposed to vehicle traffic.

2. Payment and Permit Tags

Any customer needing hydrant-supplied water will pay a one time non-refundable fee before receiving the Hydrant use permit tag of \$750. This permit tag will be good for up to a 90 days usage period, and shall be displayed at the job site on the fire hydrant being used. Extensions can be made for \$750 for UP TO NINE (9) ADDITIONAL MONTHS. Customer will be required to pay additional charges on water consumption, which will be billed monthly, as a hose, meter, backflow prevention assembly, and a shutoff valve will be set. Financing of hydrant usage fees will not be allowed.

If customer needs water for only thirty (30) days or less, a \$300 non-refundable fee will be required. All other requirements remain unchanged.

3. SET and TURN ON

Upon approval and payment the City of Augusta Utilities Metering Division will set the meter, backflow prevention and hydrant hose assembly, and activate the fire hydrant. The City of Augusta will provide a water meter, Hydrant service hose and backflow assembly, along with operating/setup instructions and the visible permit tags. The assembly will have a shut-off valve attached to the hydrant for the customer's use. Therefore, if desired, the customer will be required to furnish a lock if security is to be maintained. Under no circumstances should the stationary hydrant customer operate the hydrant at any time or in any way. If desired, the customer may request to have the meter/backflow device/hose assembly relocated for a fee of \$50.

4. LENGTH OF TIME

The initial length of time is Ninety (90) days, with a twelve (12) Month Maximum (See #2 above). Once the customer no longer needs the temporary service, they must call the City of Augusta Utilities Metering Division to remove the hose, meter and backflow assembly. If no notice is made or on extension granted, The City of Augusta Utilities Metering Division will automatically remove the assembly, an evaluation will be made as to the condition of the assembly. Negligence resulting in assembly damage may result in The City of Augusta Utilities Department seeking reimbursement for repair and/or replacement costs.

5. BILLING AND REIMBURSEMENTS

Customer will be billed for volume consumption. Meter readings will be performed during approved usage period.

6. RESPONSIBILITY/LIABILITY (CITY OF AUGUSTA UTILITIES DEPARTMENT)

At application customer will be required to sign an agreement indicating that they are responsible for notifying the Augusta Fire Department of the hydrant meter location; responsible for leaving the hydrant usage assembly in the assigned location and displaying the hydrant use permit tag on the fire hydrant; responsible for any water appurtenance damage as a result of utilizing the hydrant/backflow assembly; responsible for any and all private property damage; and responsible for any property damage including the City of Augusta Utilities Department backflow assembly due to negligence, or theft/vandalism.

The Augusta Utilities Metering Division will provide installation of hydrant use assembly within 24 hours of approval during normal working hours (Monday-Friday), assuming a meter assembly is available.

7. PENALTIES

Failure to follow the terms and conditions of this policy and the contract agreement in obtaining temporary water from the City of Augusta owned fire hydrants may result in penalties for unauthorized hydrant usage or illegal connections as provided in the City of Augusta, Georgia Ordinances, up to and including monetary penalties of up to \$1,000 per incident per day.

SECTION II: FIRE HYDRANT USE PERMITS NON-STATIONARY OR MOVABLE

The City of Augusta Utilities Department will allow temporary -metered hydrant usage from non-stationary permits under the below-described conditions. Examples include: street sweepers, hydro seeders, landscape contractors, road contractors, sewer cleaners, etc/ or any other similar business utilizing water on a frequent basis at various locations.

1. APPLICATION

Movable permit customers will be required annually to make an application for permission to utilize The City of Augusta Hydrants. (See application Form)

In order to receive application approval customer must show proof of approved air gap or a Reduced Pressure Zone Backflow device installed on tanker. Non-Stationary Customers must also provide proof of knowledge and competency to operate hydrants properly.

Customers in this category may be required to attend City of Augusta sponsored hydrant operating training, etc., in order to become eligible for this privilege. All Customers in this category will be provided a Standard Operating Procedure (SOP) for hydrant operations.

2. PAYMENT

A non-refundable annual fee per vehicle or tanker will be required once an approval for the application is processed. The annual fee is \$1,500 for the first year, and if a second year is requested, the fee will be \$750. If a meter is requested at the end of the two-year period, the meter must be returned to Augusta Utilities for maintenance and a new application must be filed. The fee structure will be the same as any other new applicant.

A copy of the City of Augusta permit decal to use water will be required to be displayed on the driver's side window of each vehicle used. A copy of this permit must be attached to fire hydrant during use. Failure to display permit properly will result in penalties for unauthorized hydrant use. A hydrant meter will be furnished with each decal. Customers will be required to call in their weekly or monthly consumption as designated by the City of Augusta Utilities Department for billing purposes. Financing of fees will not be allowed. Decals will be color coded for each calendar year.

If the customer desires, they may apply for a stationary hydrant use permit on a case by case basis, rather than pay an annual fee; if so they will be required to follow all the requirements contained in Section I of this policy, plus \$50 for setting the meter.

3. RESPONSIBILITY/LIABILITY (CITY OF AUGUSTSA UTILITIES DEPARTMENT and CUSTOMER)

At Application, customer will be required to sign an affidavit that they are responsible for contacting the City of Augusta Utilities Department Dispatcher for the location and hydrant number that may use each time they need water; responsible for displaying City of Augusta annual hydrant usage permit decal on each authorized vehicle and on each hydrant during use; responsible for any hydrant or water appurtenance damage (including parts and labor) as a result of utilizing the City of Augusta owned hydrant assembly; responsible for any and all private property damage to the City of Augusta's property. Therefore, annual permits must be reapplied for in January of each year. The customer

will be responsible for maintaining backflow prevention assemblies, ensuring compliance with this policy.

4. DURATION OF APPROVAL

All Movable Hydrant Use Permits decals will automatically expire one year from date of issue. Approval will be for one-year maximum duration with expiration date shown on the City of Augusta Utilities Department approval permit. Permit decals may be cancelled or revoked (and/or penalties imposed) at any time for failure to comply with permit contract requirements and/or City of Augusta Utilities Department Rules and Regulations. Customer is not allowed to re-sell City of Augusta's water or such authorization will be immediately revoked. Decals may be transferable to other tankers, etc. if sold or discarded, etc. for a \$50 decal Transfer fee. City of Augusta Utilities will make every effort to notify customers thirty days (30) days or more in advance of their decal expiration; however, it will be the responsibility of the customer to ensure their permit decal is current.

5. PENALTY

Failure to follow the terms and conditions of this policy and the contract in obtaining temporary water from the City of Augusta-owned fire hydrants may result in penalties for unauthorized hydrant usage or illegal connections as provide for in the City of Augusta Ordinances, up to and including monetary penalties of up to \$1,000 per day per incident.

Section III EMERGENCY PROCEDURES

For major emergencies such as natural disasters, hurricanes, earthquakes, floods, etc. the City of Augusta Utilities Department will designate certain hydrants to be utilized to fill potable tankers, etc. during such conditions.

HYDRANT USE PERMIT APPLICATION
Movable



Requirements of Use: _____ Customer Initials acknowledge understanding of requirements listed below.

All fees must be paid in advance and are non-refundable:

- \$1,500.00** Hydrant Use Permit Tag (Good for 1st Year).
- \$ 750.00** Hydrant Use Permit Tag Extension (Request for 2nd Year).
- \$125.00** Failure to properly display Permit Tag/Decal on Vehicle & Hydrant.
- \$1,000.00** Fine will be applied for drawing water from an AUD Hydrant without the use of a meter or compliance with Hydrant Use Permit policies.

Additional Information:

Customer must provide proof of knowledge and competency to operate hydrant(s) properly; and may be required to attend City of Augusta sponsored Hydrant Operation Training. For billing purposes customer will be required to call in their monthly consumption to the AUD Metering Division by the 1st day of the month. If payment is not received by the indicated due date, a \$25 delinquent fee and late penalties may be applied, meter may also be subject to removal. Customer will be charged for replacement meter or repairs in the event that the meter is damaged, stolen or lost. The AUD Metering Division must be notified at (706)821-1857 to discontinue service and prevent further billing. Maximum use of Hydrant Permit Tag is 2 years. Meters will be issued Monday-Friday during normal business hours by appointment only.

Today's Date ___/___/_____ Desired Date of Service ___/___/_____

Name _____
(Last) (First) (Middle Initial)

Company _____ SSN/Fed Tax ID# _____

Physical Address _____
(Please Include City State and Zip Code)

Billing or Mailing Address _____
(Please Include City State and Zip Code)

Contact Number _____
(Office) (Cell) (Pager)

Call City of Augusta Utilities Department Dispatcher at (706) 842-3060 when hydrant is operated.

Location of hydrant to be used _____

City of Augusta Hydrant Number _____

Duration of use in days: _____

How will water be distributed (Check all that apply. First 2 selections require functioning & approved air gap separation):

Water Truck Water Tank Applied Directly from Hydrant Meter

Other (please describe in detail): _____

The undersigned applicant accepts responsibility for payment of all charges for water services provided by the Augusta Utilities Department and agrees to comply with all AUD regulations governing such services as outlined in the Fire Hydrant Use Policy.

Signature: _____ Date: _____



HYDRANT USE PERMIT APPLICATION Non-Movable

Requirements of Use: _____ Customer Initials acknowledge understanding of requirements listed below.

All fees must be paid in advance and are non-refundable:

- \$ 300.00** Hydrant Use Permit Tag (Up to **30 days**).
- \$ 750.00** Hydrant Use Permit Tag (Good for **90 days**).
- \$ 1,500.00** Hydrant Use Permit Tag (Good for **1 year**).
- \$ 750.00** Hydrant Use Permit Tag Extension (Up to **9 additional months**).
- \$ 50.00** Relocation Fee (AUD will relocate meter within 24 hours of the request being made). **Customer is not to remove meter from hydrant at any time.**
- \$ 125.00** Fine will be assessed for unauthorized removal or meter tampering.
- \$ 1,000.00** Fine applied for drawing water from an AUD hydrant without use of a meter or compliance with Hydrant Permit policies.

Today's Date ___/___/_____

Desired Date of Service ___/___/_____

Applicants Name _____
(Last) (First) (Middle Initial)

Company _____ SSN/Fed Tax ID# _____

Physical Address _____
(Please Include City State and Zip Code)

Billing or Mailing Address _____
(Please Include City State and Zip Code)

Contact Number _____
(Office) (Cell) (Pager)

Location of hydrant to be used _____

City of Augusta Hydrant Number _____

Duration of use in days: _____

How will water be distributed (Check all that apply. First 2 selections require functioning & approved air gap separation):

- Water Truck Water Tank Applied Directly from Hydrant Meter
- Other (please describe in detail): _____

Customer will be billed monthly for volume consumption. Meter is subject to removal if payment is not received by the indicated due date, a \$25 delinquent fee will be applied. Customer will be charged for replacement meter or repairs in the event that the meter is damaged, stolen or lost. **The AUD Metering Division must be notified at (706)821-1857 to discontinue service and prevent further billing. Maximum use of Hydrant Permit Tag is 12 Months.** Meters will be installed **Monday-Friday** during normal business hours by appointment only. Please allow **24 hours** for meter installation.

The undersigned applicant accepts responsibility for payment of all charges for water services provided by the Augusta Utilities Department and agrees to comply with all AUD regulations governing such services as outlined in the **AUD Fire Hydrant Use Policy**.

Signature: _____ Date: _____

HYDRANT USE PERMIT CONTRACT



This contract made this _____ day of _____ 20____, by and between _____, a corporation organized and existing under the laws of the state of Georgia hereafter called the contractor, and the City of Augusta a political subdivision of the State of Georgia, hereinafter referred to as Augusta Utilities.

1. Terms of agreement:

This agreement shall become effective _____, and shall remain in effect until _____, unless cancelled previously by either party or permanent water service.

2. The Contractor asserts that a non-refundable payment in the amount of \$ _____ has been made to Augusta Utilities in consideration of its allowance to draw potable water from City of Augusta Fire hydrant or fire hydrants.

Only annual contract customers will notify Augusta Utilities' Dispatcher prior to usage from Augusta, Ga. fire hydrants, each and every time the hydrant is to be operated. During operation, the Augusta Utilities Hydrant Use Permit will be displayed on the hydrant being used, also on the vehicle or tanker.

Contractor will certify that their field staff will be trained in the proper operation of a City of Augusta owned fire hydrant.

Contractor will be responsible for any and all damage to private or public property as a result of operating Augusta Georgia hydrant use assembly and for any negligent damage to the assembly itself. Additionally contractor hereby acknowledges receipt of hydrant operating instructions.

Contractor agrees to follow the applicable portions of Augusta, Georgia's Water Rules and Regulations in the execution of this Agreement. Failure to follow these requirements could result in penalties for unauthorized hydrant usage.

The party hereto, has caused this Contract to be executed on the day and year first above written.

By: _____ Title: _____ Date _____
(Customer Name)

STANDARD OPERATING PROCEDURE

FIRE HYDRANT OPERATION

WORK STEPS:

- ✓ Check area to assure no damage will result from flooding.
- ✓ Using a hydrant wrench removed desired nozzle cap. NOTE: ONLY USE A WRENCH SPECIFICALLY DESIGNED FOR FIRE HYDRANTS. Any other type of wrench may cause damage to the nozzle cap and bronze operating nut.
- ✓ Check the remaining nozzle caps to assure that they are snug on the nozzles and will not blow off under pressure.
- ✓ Attach the hydrant wrench to the operating nut on top of the hydrant and tighten the wrench to prevent slippage.
- ✓ The fire hydrants within Augusta, Georgia's Distribution System are predominantly "**OPEN-LEFT**" or turn counter clockwise to open. There are however, some hydrants in the system, which are "**OPEN-RIGHT**" or turn clockwise to open. The direction to open is usually stamped on the bonnet or bonnet flange in the form of an arrow.
- ✓ Following the direction of the arrow stamped on the bonnet or bonnet flange, turn the operating nut until the hydrant is fully open. Partial opening of a fire hydrant will result in the bleeder valves remaining open and washing out the area around the fire hydrant boot.
- ✓ Always open a hydrant completely approximately 8 to 10 turns. Do not force a hydrant to a complete stop. If it is necessary to control output, attach a nozzle valve between the nozzle and attached apparatus and throttle the flow from the valve.
- ✓ Continuously monitor the hydrant flow output to assure no damage or safety hazard will result from excessive flooding. When the water appears to be flowing clear from the hydrant, no rust or dis-coloration; start to slowly close the hydrant (approx. 5 revolutions per minute) using gradual even turns. **NEVER CLOSE DOWN A HYDRANT FAST** as this could result in water hammer and possibly damage the hydrant or distribution system.
- ✓ When the hydrant is completely shut, attach the hydrant assembly to the nozzle and tighten securely with the spanner section of the hydrant wrench.
- ✓ At this time, the hydrant can be reopened as a supply to the temporary connection.