

Hydrant Use Permit



Contact Name:			
Company Name:			
Billing Address:		Permit No:	
City:	Province:	Postal Code:	Performance Bond WO#:
Telephone No:		Email:	
Purpose of Water Used:			
Estimated Annual Usage (imperial gallons):			

PERMIT OPTIONS	REFUND																								
<input type="checkbox"/> PER FILL - \$25 per fill at Municipal Yard on Sprrott Road <input type="checkbox"/> WEEKLY PERMIT - \$75 fee / \$750 damage deposit (Municipal supplied DCVA) <input type="checkbox"/> MONTHLY PERMIT - \$150 fee / \$750 damage deposit (Municipal supplied DCVA) <input type="checkbox"/> ANNUAL PERMIT - \$500 fee / \$750 damage deposit (Municipal supplied DCVA) <input type="checkbox"/> ANNUAL PERMIT - \$250 fee / \$500 damage deposit (Contractor supplied DCVA) PERMIT Start Date: _____ End Date: _____ DCVA SERIAL NUMBER _____ Contractor Supplied DCVA Test Report Date: _____	Deposit \$ _____ Acct No. 10-4-49208-0000 Payee Name and Address: <input type="checkbox"/> as above <input type="checkbox"/> other _____ _____ Approved By: _____ Date: _____ <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Municipal Supplied Equipment</th> <th style="text-align: center; border-bottom: 1px solid black;">Issued</th> <th style="text-align: center; border-bottom: 1px solid black;">Returned</th> </tr> </thead> <tbody> <tr> <td>2½" Female x 2" Male Brass Adapter</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>2" DC4A DCVA Valve</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>2" Brass Coupling</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>2" Crane FIPT Gate Valve</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>2" Male x 2½" Male Brass Adapter</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Miscellaneous Damage - Testing</td> <td></td> <td></td> </tr> <tr> <td>Miscellaneous Damage - Other</td> <td></td> <td></td> </tr> </tbody> </table> Municipal DCVA: Date Out: _____ Date In: _____	Municipal Supplied Equipment	Issued	Returned	2½" Female x 2" Male Brass Adapter	<input type="checkbox"/>	<input type="checkbox"/>	2" DC4A DCVA Valve	<input type="checkbox"/>	<input type="checkbox"/>	2" Brass Coupling	<input type="checkbox"/>	<input type="checkbox"/>	2" Crane FIPT Gate Valve	<input type="checkbox"/>	<input type="checkbox"/>	2" Male x 2½" Male Brass Adapter	<input type="checkbox"/>	<input type="checkbox"/>	Miscellaneous Damage - Testing			Miscellaneous Damage - Other		
Municipal Supplied Equipment	Issued	Returned																							
2½" Female x 2" Male Brass Adapter	<input type="checkbox"/>	<input type="checkbox"/>																							
2" DC4A DCVA Valve	<input type="checkbox"/>	<input type="checkbox"/>																							
2" Brass Coupling	<input type="checkbox"/>	<input type="checkbox"/>																							
2" Crane FIPT Gate Valve	<input type="checkbox"/>	<input type="checkbox"/>																							
2" Male x 2½" Male Brass Adapter	<input type="checkbox"/>	<input type="checkbox"/>																							
Miscellaneous Damage - Testing																									
Miscellaneous Damage - Other																									

AGREEMENT & APPROVAL

- Applicant agrees to ensure that the Municipality of North Cowichan hydrants are operated in accordance with the Hydrant Use Permit conditions under the Waterworks Bylaw 1995 and acknowledges that any person who violates any provisions of this bylaw shall be liable for on Summary Conviction to a fine or penalty not exceeding the sum of Two Thousand Dollars (\$2,000.00).
- Contractors are to keep accurate records of hydrant use. **The Manager, Utilities must be contacted (24 hours prior) to request using any hydrant that does not have a green base (call 250-746-3106).** Any malfunctioning or broken hydrants are to be reported to the Manager, Utilities.
- Water is to be used for maintenance type activities such as road sweeping, road dust control, road compaction, subdivision road and utility development. **Water is not to be used for resale. Water supplied is non-potable.**
- When using a hydrant, a double check valve assembly (DCVA) must always be used. Annual test reports required for Contractor supplied DCVA.**

I certify that I have read and understood the above items and Operating Procedures, and I agree to all conditions of this permit. The information I have provided on this permit is true and correct.

AGREEMENT:

 Applicant's Signature

 Date

APPROVAL:

 Clay Reitsma, MEng, PEng, Director, Engineering

 Date

STANDARD HYDRANT OPERATING PROCEDURES

- All hydrant use by contractors requires a double check valve assembly (DCVA) to be used to ensure backflow into the Municipal water system does not occur.
- All hydrants in the Municipality of North Cowichan open counter-clockwise. **The user must open and close hydrants at a slow and continuous rate.**
- All hydrants must be fully opened when water is desired and pressure should be adjusted by means of a gate valve attached to the hydrant port. Do not use ball valves as they close too quickly. The hydrant valve must never be used to control the water supply.
- Should water bubble out of the ground when the hydrant is fully closed, it should be re-opened slowly and slowly closed again to dislodge any dirt which may hamper the mechanism.
- If a hydrant operates excessively stiffly, or if it continues to leak, such information should be forwarded to the Manager, Utilities.
- **All proposed use of a hydrant is to be reported twenty-four (24) hours prior to actual use.**
- Authority to use such hydrants may be restricted due to water supply conditions or any other reason as deemed necessary by the Manager, Utilities. Various hydrants can cause pressure problems in the system when used unnecessarily.
- An annual report of hydrant use is to be forwarded to the Manager, Utilities in January of each year. This report is to identify hydrants used, date used, and approximate quantity of water used.
- **The following hydrants can be used without notification** -- the bottom half of the hydrants are painted green to easily identify them:

Hydrant #1149 - located at the north end of Scott Road *(revised October 2, 2019)*

Hydrant #675 - located on Robert Street near the Crofton Fire Hall

Hydrant #172 - located on Maple Bay Road at Aitken Road

Hydrant #821 - located on Pine Street, across from the Chemainus Public Safety Building

Hydrant #264 - located on Sprott Road at the gate to the Municipal Yard

CONTACT INFORMATION:

Municipality of North Cowichan
7030 Trans Canada Highway
North Cowichan, BC V9L 6A1

Telephone: 250-746-3103
Fax: 250-746-3154
Website: www.northcowichan.ca

Clay Reitsma, Director, Engineering

clay.reitsma@northcowichan.ca

Mike Brown, Manager, Utilities

mike.brown@northcowichan.ca

Please submit the completed application to engineering@northcowichan.ca.