



## **PERMIT CENTER**

# **HYDRANT METER PERMIT REGULATIONS**

**Informational Brochure**

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**Prepared by:**

**City of Auburn**

**Public Works Engineering**

**(253) 931-3010**

## **Purpose**

The Hydrant Meter Permit Regulations contain the rules, requirements, and fees for Private Party Customers to withdraw water from fire hydrants. These regulations are intended to protect the public water system's water quality, infrastructure reliability, and security.

## **Introduction**

A Private Party Customer is a business or individual not affiliated with the City of Auburn that wishes to withdraw water from City of Auburn fire hydrants. Persons that wish to withdraw water from hydrants located within the jurisdiction of the City of Auburn **must obtain a permit** for one of the following from the Permit Center at the City Hall Annex:

- **Type A** Permit - may be used ONLY to withdraw water from one of the City's three (3) Dedicated Hydrants using only a City-issued hydrant wrench
- **Type B** Permit – may be used to withdraw water ONLY from City-approved Non-Dedicated Hydrants using a City-issued hydrant meter cart with backflow assembly

An application for a Hydrant Permit is available on the City of Auburn's website, using the [MyBuildingPermit.com](https://mybuildingpermit.com) Permitting Portal. (MBP)

Once the permit is approved, you can pay permit fees in the Permit Center (address listed below) or online using your My Building Permit account.

City of Auburn Permit Center  
City Hall Annex  
1 East Main Street, 2<sup>nd</sup> Floor  
Auburn, WA 98001  
(253) 931-3020

Hours: 8:00 am to 5:00 pm Monday through Friday excluding Holidays. If City offices are closed to the Public due to emergencies such as the Covid-19 pandemic, contact [permitcenter@auburnwa.gov](mailto:permitcenter@auburnwa.gov) for special instructions.

## **Type A Permittee - Water ONLY from a Dedicated Hydrant**

A person (the Permittee) who obtains a Type A hydrant permit can **ONLY** withdraw water from Dedicated Hydrants using a City-issued hydrant wrench. Dedicated Hydrants are painted red and an "Auburn Permit Water Meter Hydrant" sign is posted nearby. There are two (2) Dedicated Hydrants located on the valley floor and one (1) in the Lea Hill area. AVAILABILITY MAY CHANGE WITHOUT NOTICE. A map showing

the locations of the dedicated hydrants and instructions on reporting water use will be provided with the City-issued hydrant wrench.

**NOTE:** The permit remains active, even for multiple years, and the Permittee will be billed monthly until the Permittee closes the account. If the Permittee only needs to use water for a specific period (such as during the summer), the Permittee should close the account (see procedure below) and re-apply for a new future permit.

### 2023 Costs for Dedicated Hydrant Use

Administrative Fee:	\$260 one-time fee for either Type A or Type B permits.
Type A Permit Fee:	\$60.00 non-refundable application fee, which includes rental of a City hydrant wrench and required training on the proper use of the Dedicated Hydrants. The training is done electronically, and the wrench, map, and water use reporting instructions are provided at Central Stores at the City Maintenance and Operation (M&O) Center, located at 1305 C Street SW, Auburn, WA.
Usage Fees:	
Monthly Base Rate	\$53.13 (based on a 3-inch meter)
Plus Usage Charge per 100 cubic feet [ccf] for Commercial customers	\$4.90

### Steps to Withdraw Water from a Dedicated Hydrant

1. Person withdrawing water must carry a training certification card, copy of permit, and Water Use Report Form during water withdrawal. Failure to produce the card or permit upon demand from City staff or Auburn Police Department is subject to fines, confiscation of the hydrant wrench, and revoking of the permit.
2. Record the “Start” meter reading on a City of Auburn Water Use Report Form (attached) before hooking up your hose to the Hydrant Meter Assembly secured to each Dedicated Hydrant.
3. After filling is complete, record the “Finish” reading on the Water Use Report Form before unhooking your hose from the hydrant.
4. Report your monthly water consumption to Finance personnel on the **first Monday of every month** or when you close your account, whichever comes first. You must submit a report every month even if your consumption was zero (0) for the month. This report must be emailed, to the Finance Department at the City Customer Service Center.

**Email:** [hydrantmeters@auburnwa.gov](mailto:hydrantmeters@auburnwa.gov)

5. If a City-recognized holiday falls on the reportage day, report your monthly usage on Tuesday, the next City work day. Finance will prepare a bill after the monthly report is received. The bill will list account information, water consumption fee and the monthly base rate fee. The Finance Department must receive the total payment due within thirty (30) days of the monthly report date. If payment is not received within thirty (30) days, a reminder bill for the account will be mailed to the Permittee. Payment must be received within ten (10) days from the time the reminder notice was sent.

#### **Closing the Account to Withdraw Water from a Dedicated Hydrant**

1. **Permittees will continue to receive a monthly bill until they close their account.**
2. To close your account, return the hydrant wrench to Central Stores at the City Maintenance and Operation (M&O) Center, located at 1305 C Street SW, Auburn, WA, and report your Final consumption to the Finance Department.
3. Finance will mail to the Permittee a bill that lists the account information, water consumption fee, monthly base rate fee and any equipment fee and/or applicable fines.
4. The Finance Department must receive the total amount due within thirty (30) days of bill receipt. If payment is not received within thirty (30) days, a reminder bill for the account will be mailed to the Permittee. Payment must be received within ten (10) days from the time the reminder notice was sent.

#### **Type B Permittee - Water from Non-Dedicated Hydrants**

The City recognizes that some project activities require on-site access to water. In those cases, the City may allow Non-Dedicated Hydrants to be utilized through a City-issued hydrant meter cart if there is no effect on other customers or the City's distribution system. The City's Utilities Engineering Division [(253) 931-3010] in the City of Auburn Customer Service Center will review and determine which Non-Dedicated Hydrants may be used for the proposed purpose. Such review process may take a few days, especially if field verification is needed.

Once the City grants approval for use of a Non-Dedicated Hydrant and issues the Hydrant Permit, the Permittee will obtain a Hydrant Meter Cart with Reduced Pressure Backflow Assembly (RPBA) from Central Stores [(253) 931-3067] located at:

City of Auburn Maintenance and Operations (M&O) Services  
1305 C Street SW  
Auburn, WA 98001  
(253) 931-3048  
Hours: 8:00 am to 3:30 pm Monday through Friday excluding Holidays

The Permittee will be required to receive training on the proper use of the Hydrant Meter Cart. This training is done via a training video which will be sent to the applicant when the permit is approved. After training is complete, a *Training Certification Card* will be supplied to those who have viewed the video and the cards will either be issued when the is picked up at M&O or they will be mailed to the applicant.

The Hydrant Meter Cart contains a portable water meter assembly consisting of an adapter, water meter, gate valve, hydrant wrench, authorized water withdrawal signage, Reduced Pressure Backflow Assembly (RPBA), hose and hand truck.

The Hydrant Meter Cart will ONLY be allowed to be used at the approved, designated location and by an individual who is in possession of a *Training Certification Card*.

#### 2023 Costs for Non-Dedicated Hydrant Use

Administrative Fee: \$260 one-time fee for either Type A or Type B permits.

Type B Permit Deposit: \$2,486.00 refundable deposit, which includes rental of a Hydrant Meter Cart with RPBA, valve, and wrench, and required training on the proper use of the Hydrant Meter.

#### Usage Fees:

Monthly Base Rate \$53.13 (based on a 3-inch meter)

Plus Usage Charge  
per 100 cubic feet  
[ccf] for Commercial  
customers \$4.90

#### Steps to Withdraw Water from a Non-Dedicated Hydrant Using a Hydrant Meter Cart

1. The person withdrawing water must carry *Training Certification Card* and a copy of permit during water withdrawal. Failure to produce the card or permit upon demand from City staff or Auburn Police Department is subject to fines, confiscation of the hydrant wrench, and revoking of the permit.
2. Central Stores will record the Hydrant Meter Cart "Start" reading when the Hydrant Meter Cart is checked out.

3. The Permittee will be billed monthly for the base fee. The Permittee will be billed for all of the usage in the final billing after return of the Hydrant Meter Cart.
4. **IMPORTANT NOTE:** The Hydrant Meter Cart must be returned to the City **annually** for inspection no later than the date listed on the permit. The City will contact the Permittee with an appointment time to return the Cart. Failure to return the Cart annually will result in the Deposit being forfeited. If the Cart needs repair and the Permittee still needs to use the Cart, Central Stores will issue a new Cart.
5. During the annual inspection, Central Stores will inspect the Cart for damage and have the Permittee sign a form agreeing to pay for the damages and the labor costs to repair the Cart.
6. If Central Stores determines that the Cart is damaged, Central Stores will notify Finance the amount that the Permittee owes for the damages (labor and materials).
7. Finance will mail to the Permittee a bill for damages.
8. The Finance Department must receive the total amount due within thirty (30) days of bill receipt. If payment is not received within thirty (30) days, a reminder bill for the account will be mailed to the Permittee. Payment must be received within ten (10) days from the time the reminder notice was sent, or the City will confiscate the Cart.

#### Closing the Hydrant Meter Cart Account

1. **Permittees will continue to receive a monthly bill until they close their account.** To close the account, return the Hydrant Meter Cart to Central Stores.
2. If the Cart is lost or not returned, the Permittee will forfeit the entire deposit fee.
3. Central Stores will provide Finance with the "Finish" reading of the Hydrant Meter Cart when it is returned.
4. Central Stores will inspect the Cart for damage. If Central Stores determines that the Cart is damaged, Central Stores will notify Finance the amount that should be deducted from the deposit.
5. Finance will mail a bill to the Permittee listing the account information, water consumption fee, and monthly base rate fee.
6. The Finance Department must receive the total amount due within thirty (30) days of bill receipt. If payment is not received within thirty (30) days, a reminder bill for the account will be mailed to the Permittee. Payment must be received within ten (10) days from the time the reminder notice was sent.
7. Once Finance receives the payment from the Permittee for the final water use, Finance will send the Permittee a check for the deposit, less any deductions for damages.

#### Additional Requirements

##### Hydrant Operator Training Program

Any person that uses a hydrant, other than authorized City employees, must receive hydrant operation training. The Permittee will be required to receive training on the proper use of the Hydrant Meter Cart. This training is done via a training video which will

be sent to the applicant when the permit is approved. After training is complete, a *Training Certification Card* will be supplied to those who have viewed the video and the cards will either be issued when the cart is picked up at M&O or they will be mailed to the applicant. The certificate is valid for a period of three years.

#### Documentation and Certification

Water Use Report Forms, Permit documentation, and the *Training Certification Card* must be available for perusal by City staff upon request. Permit information must correspond with the person withdrawing water.

A Permittee or Trained Hydrant Operator is not allowed to loan a permit, *Training Certification Card*, hydrant wrench or Hydrant Meter Cart with RPBA Assembly to a second party.

#### Protection of City Property

It shall be the responsibility of the Permittee and Trained Hydrant Operator to use and protect the hydrant and surrounding infrastructure in accordance with City guidelines. Permittees must promptly report any damage to the City of Auburn Water Distribution Supervisor. Any damage sustained to the noted structures that are due to operator error are the responsibility of the Permittee noted on the permit application. Repair or replacement charges may be applied against deposits and if the charge is higher, the Permittee shall be responsible for paying the difference.

#### Revocation

The City reserves the right to cancel a permit or *Training Certification Card* at any time for any reason. The Permittee or Trained Hydrant Operator shall return all City-owned equipment, and shall pay all fees and/or fines within ten (10) calendar days of receipt of cancellation.

#### Equipment Interference

Disassembly or tampering of any Hydrant, Dedicated Hydrant Meter Assembly, or Hydrant Meter Cart with RPBA Assembly is prohibited.

#### Hydrant Wrench Use

Using any tool, other than the City-supplied hydrant wrench, to operate the hydrant operating nut is prohibited.

### Additional Fees, Service Charges, and Damage Charges

The City reserves the right to assess additional fees, services, and damage charges in accordance with the Auburn City Code (ACC) and current Fee Schedule, including but not limited to:

- Failure to record “Start” read properly
- Failure to record “Finish” read properly
- Failure to submit Monthly Water Consumption Report to the City
- Non-Payment of bill within 10 calendar days of reminder notice
- Non-Return of Hydrant Meter with RPBA Assembly after request for return
- Using a hydrant without Hydrant Operator Training Documentation on Hand
- Using a hydrant without Operator Training Documentation
- Using a hydrant without Permit Documentation on Hand
- Using a hydrant without Permit Documentation
- Loaning out a Hydrant Meter with RPBA Assembly to an Unauthorized Party
- Using a tool, other than the City-supplied Hydrant Wrench to operate a hydrant
- Damage to hydrant or infrastructure
- Non-Response to revocation of Permit or Trained Hydrant Operator Certificate
- Disassembly or tampering of Hydrant, Hydrant Meter Assembly or Hydrant Meter with RPBA Assembly