



TEMPORARY WATER USE PERMIT

City Utility Office  
One South Sandusky Street  
Delaware, Ohio 43015  
Phone: 740-203 1250 opt. 4

Permit No.: \_\_\_\_\_  
Meter Size: \_\_\_\_\_  
Meter S/N: \_\_\_\_\_  
Backflow S/N: \_\_\_\_\_

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Company: \_\_\_\_\_  
Authorized Rep: \_\_\_\_\_  
Address: \_\_\_\_\_  
Office Phone: \_\_\_\_\_  
Field Contact: \_\_\_\_\_  
Field Phone: \_\_\_\_\_  
Meter Location \_\_\_\_\_

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Permit Issue Date \_\_\_\_\_  
Permit Expiration Date \_\_\_\_\_  
Initial Meter Reading \_\_\_\_\_  
Final Meter Reading \_\_\_\_\_  
Permit Fee \_\_\_\_\_  
Date Fee Paid \_\_\_\_\_

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I have read and agree to all the Temporary Water Use Policy stipulations for this program (see reverse side).

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Permit Holder Representative)

The hydrant meter unit has been returned to the City Utility Office upon project completion.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Distribution Division Representative)



### Temporary Water Use Policy

No unauthorized persons shall operate or tamper with City fire hydrants per ORD. 913.04.

Temporary water service is permitted through the City temporary water use / hydrant meter program. Temporary water use permits may be obtained at the City Utility Office with approval granted by the Utility Office Supervisor.

Hydrant meters will be delivered, by Distribution Systems Division personnel, to the permit holder's job site based on scheduled appointments with the Utilities Office.

The permit holder shall use only the auxiliary hydrant valve to control flow from the hydrant.

The fire hydrant shall be attended, by the permit holder; at all times it is actively being used.

A valid temporary water use permit, for the use of a City hydrant meter, shall be presented to any authorized City representative upon request.

Permit holders shall be responsible for any hydrant and associated infrastructure repairs required that is related to the negligent operation of the hydrant meter.

Permit holders shall be responsible to ensure that the area surrounding the hydrant is restored back to the original condition after use.

Permit holders shall submit all requests for relocation of the hydrant meter to the City Utility Office. Authorized City personnel will disconnect and relocate the hydrant meter to the new location within 48 hours (if not earlier) of the requested date and time during the Monday through Friday 8:00 a.m. to 4:00 p.m. normal work week. A \$25.00 fee shall be assessed to the Permit Holder's hydrant meter account for each hydrant meter relocation event.

Permit holders shall produce the hydrant meter for meter reading / billing purposes during the last week of the month upon contact by the City personnel.

Permit holders shall contact the Utility Office to request termination of the temporary water service account. Authorized personnel will remove the hydrant meter units from the job site and return same to City Utility Office.

The permit holder's temporary water service account shall be processed for final billing subsequent to inspection of the hydrant meter, the hydrants utilized, and the grounds surrounding the hydrant sites utilized. The Utility Maintenance & Project Manager shall then determine what repair fees are applicable to settling the permit holder's account with the Utility Office Supervisor.

Failure to comply with any one of these requirements by the permit holder may be cause for forfeiture of a percentage of or all of the permit holders account deposit and exclusion from future program participation and is solely at the discretion of the Utility Maintenance & Project Manager.