

Construction Water and Fire Hydrant Usage Policy

The preferred method to draw water for construction- and/or bulk-water use is to utilize the water fill station located at 401 W. 7th St. If use of the water fill station is not feasible (as determined by the City of Glenwood Springs (City)), the City may grant special permission for use of a permitted fire hydrant. The use of a fire hydrant is subject to the requirements outlined in this policy and the “Fire Hydrant Use Permit.”

- **Approvals.** The use of a fire hydrant must be pre-approved by the City. Any individual that fails to obtain proper permissions from the City before using a fire hydrant is subject to the penalties defined in the City Municipal Code pertaining to theft of service.
- **Permits.** A “Fire Hydrant Use Permit” is required to use a fire hydrant. Permit applications can be obtained through the City Water Department (970-384-6344) or City website (<http://www.cogs.us/196/Water>).
- **Hydrant Replacement.** Upon expiration of the Fire Hydrant Use Permit, the Permit Holder shall replace the entire fire hydrant assembly that was used to draw construction water, regardless of the amount of water drawn. The hydrant assembly shall be replaced to the shoe. New hydrants and their installation shall conform to current City standards and specifications.
- **Location of Hydrants for Use.** The City Water Department will determine the location(s) of permitted hydrants. The location of an authorized hydrant(s) will be identified on the permit. The use of a fire hydrant not authorized on the permit is prohibited.
- **Water Meter.** The permit holder is responsible for providing a water meter for use on the permitted hydrant. The meter must be installed on the permitted hydrant any time water is being drawn. Meters may be purchased from the City Finance Department (970-384-6425). Alternatively, the permit holder will be allowed to use a meter not purchased through the City, provided that it is certified accurate and is inspected/approved by the City Water Department. The meter shall be functional at all times and available for inspection by City of Glenwood Springs staff at any time.
- **Backflow Prevention Device.** A reduced pressure (RP) backflow prevention device must be installed on the permitted hydrant any time water is being drawn. The permit holder is responsible for providing the backflow device. The backflow device must be tested by a backflow tester certified by the State of Colorado. The test report must be submitted to the City Water Department prior to drawing water from the permitted hydrant.
- **City Inspection and Initial Approval.** The hydrant, meter, and backflow assembly shall be inspected and approved by the City before water is drawn from the permitted hydrant. All devices shall be available for inspection by the City at any time.

- **Permit Posting.** The Permit Holder must have a copy of the permit available for inspection and must ensure the City-issued tag is affixed to the meter/backflow assembly at all times. Failure to comply may result in revocation of the permit.
- **Billing.** The City of Glenwood Springs requires access to the meter at all times. A meter reading will be taken by the City Water Department via photograph and recorded internally. Billing is monthly.
- **Account Setup.** The applicant must have a bulk water account set up before using a fire hydrant. Accounts may be set up through the City Finance Department (970-384-6425).
- **Changes in permit or meter ownership.** The Fire Hydrant Use Permit is issued to the permittee for specific activities, to a specific user. The permit shall not be sold, traded, assigned, transferred, or sublet.
- **Subcontractor Use.** Subcontractors or secondary parties are not allowed to use the Permit Holder's permitted hydrant unless approved in writing by the City. The Permit Holder will remain liable for all usage and damages to their permitted hydrant.
- **Water Use Restrictions.** Permits and bulk water accounts are available for use within the City of Glenwood Springs water service area only. The Permit Holder can only use water for permit-specified purposes within the term of the permit. No hydrant water may be used for human or animal consumption.
- **Refusal of Service.** The City Water Department reserves the right to refuse use of a fire hydrant without justification. Issued permits may be suspended at any time due to water emergencies or other issues that may affect the availability of water.



Fire Hydrant Use Permit Application

PART ONE: CONTACT INFORMATION		
APPLICANT'S FULL NAME (RESPONSIBLE PARTY): _____		
COMPANY NAME: _____		
CONTRACTOR LICENSE NO.: _____		
MAILING ADDRESS: _____		
CITY: _____	STATE: _____	ZIP: _____
PHONE: _____		

PART TWO: PERMIT INFORMATION			
PROJECT ADDRESS: _____			
NATURE OF WORK: _____			
REASON FOR NOT USING BULK FILL STATION: _____			
PROJECT START DATE: _____		PROJECT END DATE: _____	
WATER METER:	MAKE: _____	MODEL: _____	S/N: _____
	INITIAL READING: _____		
RPZ BACKFLOW DEVICE:	MAKE: _____	MODEL: _____	S/N: _____
	TEST DATE: _____	TEST RECORD PROVIDED? YES NO	

BY SIGNING THIS PERMIT APPLICATION, APPLICANT ACKNOWLEDGES THAT THE ABOVE INFORMATION IS ACCURATE. APPLICANT ACKNOWLEDGES RECEIPT OF CITY OF GLENWOOD SPRINGS HYDRANT USE POLICY AGREES TO ALL OF ITS TERMS AND CONDITIONS.

APPLICANT NAME (PRINTED):	APPLICANT SIGNATURE:

CITY USE ONLY		
PERMIT NUMBER:	HYDRANT LOCATION / ID:	BILLING ACCOUNT NUMBER:
APPROVED BY (NAME / SIGNATURE):		