The City of Wilmington
LOUIS L. REDDING - CITY/COUNTY BUILDING, 800 N. FRENCH STREET, WILMINGTON, DE 19801
www.WilmingtonDE.gov

CITY OF WILMINGTON DEPARTMENT OF PUBLIC WORKS
GUIDELINES FOR USERS OF CITY OF WILMINGTON, DELAWARE FIRE HYDRANT(S)

The City of Wilmington has granted you permission to utilize a designated fire hydrant. The City is unable to regulate the flow of water through the hydrants; and therefore, the user agrees that no claim will be made against the City for damages as a result of pressure of water. User also agrees to indemnify and hold the City of Wilmington harmless from any and all liability for damages or injuries (including death) to any person or property whatsoever arising from or occasioned by the installation/operation of the fire hydrant. The City, at its sole discretion, may terminate user's privilege of utilizing use of the hydrant.

For the duration of the permitted use of the City's hydrant, you are required to use a City-issued hydrant meter/backflow preventer. This device must be correctly attached to the hydrant at all times when water is being used. Sole use of the fire hydrant must be for construction purposes and only for dates and times as indicated on the approved hydrant permit. For the duration of this permitted use, the hydrant meter may ONLY be used at the location detailed on this permit and for the construction project detailed on this permit. HYDRANT METERS MAY NOT BE MOVED TO ANOTHER LOCATION OR USED FOR ANOTHER PROJECT WITHOUT RE-APPLICATION. If the City finds that the hydrant meter has been moved to or used in a location outside of the location approved for this permit, your deposit will be forfeited. Additionally, you will need to re-apply for this permit every six months. Ten business days before the end of the sixth month from the date of your original application, please re-submit this form to extend the authorized use of the hydrant. Failure to re-submit this for will result in forfeiture of your deposit.

During the time the hydrant is in use, the meter you are being issued will be read monthly by City of Wilmington staff and you will be billed monthly for the water being used at your site. Please be sure to provide an accurate billing contact and billing address on this application to ensure your bills are received. Failure to pay bills for water usage will result in forfeiture of your deposit.

Upon receipt of your approved request and mandatory deposit, you should contact Shamba Starkey, Water Meter Shop Supervisor at (302) 576-3865 to schedule the pickup of the meter. Upon completion of your project, you must contact Chitana Waters to coordinate the return of the hydrant meter and the bill for use of water. Once the hydrant meter has been returned, if the water Meter Supervisor determines no damage has occurred to the meter, your full deposit will be returned to you. However, if it is determined that damage has occurred to the hydrant meter, your deposit will be forfeited.

Be advised, at any time during use of your approved hydrant permit, City of Wilmington, DPW or other City personnel, upon their discretion, may relocate you to another hydrant at your project location if the assigned hydrant is measured not feasible for use due to emergency or other reasons for the duration of the permit.

RE: BACKFLOW FIRE HYDRANT METERS IN CONJUNCTION WITH USE OF CITY OF WILMINGTON FIRE HYDRANTS FOR REQUESTED/DESIGNATED PROJECTS AS WARRANTED BY CUSTOMERS FOR USE OF CITY OF WILMINGTON FIRE HYDRANTS.

MANDATORY DEPOSIT OF $7,000.00 FOR USE OF REQUIRED BACKFLOW PREVENTION FIRE HYDRANT METER.

UPON RETURN OF BACKFLOW FIRE HYDRANT METERS, EQUIPMENT WILL BE INSPECTED BY CITY OF WILMINGTON WATER METER SHOP PERSONNEL TO DETERMINE ANY EQUIPMENT DAMAGE; IF NO DAMAGE OCCURRED, THE FULL DEPOSIT AMOUNT WILL BE RETURNED.

CONTACT INFORMATION:

Chitana Waters: (302) 576-2580 – Engineering Division/Application Process
Luis Camacho: (302) 576-3065 – Water Division/ Application Approval
Shamba Starkey: (302) 576-3865 – Water Meter Shop/Backflow Meter

SIGNATURE OF APPROVAL:

WATER METER APPLICATION PROCESS: Chitana Waters _____ DATE: _____

$7,000.00 MANDATORY DEPOSIT RECEIVED: Check # _____ DATE: _____

PROJECT REVIEW/APPROVAL: Luis Camacho _____ DATE: _____

APPROVED PROJECT/HYDRANT LOCATION: _____

APPROXIMATE PROJECT COMPLETION DATE: _____

METER PICKUP/ INSTALL: Shamba Starkey _____DATE:_____

METER SERIAL NUMBER _____

FOR OFFICIAL USE ONLY

Date hydrant meter returned: _____

Beginning meter read: _____ Ending meter read: _____

Total gallons used: _____ Total amount billed: _____

The City of Wilmington
LOUIS L. REDDING - CITY/COUNTY BUILDING, 800 N. FRENCH STREET, WILMINGTON, DE 19801
www.WilmingtonDE.gov

HYDRANT PERMIT
CITY OF WILMINGTON DEPARTMENT OF PUBLIC WORKS WATER DIVISION

Chitana Waters Administrative Assistant (302) 576-2580 - Office (302) 571-4578 – Fax

DATE PERMIT APPROVED: _____

_____

(COMPANY /ORGANIZATION)

The above company/organization is requesting approval from the City of Wilmington Department of Public Works to utilize a fire hydrant(s) at/or around the location of: _____

Period beginning: _____ **through** _____

Purpose: _____

ESTIMATED AMOUNT OF WATER USAGE FOR ENTIRE PROJECT _____**GALLONS (Line Must Be Completed)**

BILLING CONTACT NAME: _____**BILLING ADDRESS:** _____

The user of the hydrant will pay monthly for the cost of water used on this project.

NOTICE: ALL HYDRANTS MUST BE OPENED WITH A HYDRANT WRENCH ONLY

MAINTAIN COPY OF THIS PERMIT DURING USE OF FIRE HYDRANT See guidelines for users of City fire hydrants for complete instruction City of Wilmington Department officials will monitor sites.

_____
Water Systems Supervisor or Designated Representative
Department of Public Works Water Division

_____ _____
Signature of Person Obtaining Permit **Title**

Company Address: _____

_____

Office Number: _____ **Cell Number:** _____ **Fax Number:** _____

Fire Hydrant Use Guidelines received. User agrees to adhere to guidelines _____ **(initial)**

Complete the following if filling a tank from fire hydrant. Tank fill up time(s): _____ **(am) and/or** _____ **(pm)**

Number _____ **time(s) per (Day/Week)**_____ **_. Time(s) listed shall remain the same, and will be enforced by WD Inspectors during duration of permit.**

BE ADVISED, AT ANY TIME DURING USE OF YOUR APPROVED HYDRANT PERMIT, CITY OF WILMINGTON DPW PERSONNEL MAY RELOCATE YOU TO ANOTHER LOCATION(S) IF HYDRANT IS NOT FEASIBLE FOR USE DUE TO EMERGENCY OR OTHER REASONS FOR REQUESTED / REMAINING TIME PERIOD.