

CITY OF SPOKANE DEPARTMENT POLICY AND PROCEDURE	DEPT 4100-07-05 LGL 2007-32
TITLE: <b>HYDRANT PERMITS</b> EFFECTIVE DATE: July 24, 2007 REVISION EFFECTIVE DATE: N/A	

1.0 GENERAL

1.1 Fire hydrants are located throughout the City to provide water for firefighters to fight fires. On occasion a private citizen or contractor would like access to a hydrant for use of City water. The public water utility must be protected against contamination and waste. Access to the public water system must be restricted except under the strict control and permission of the City.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to the Water & Hydroelectric Services Department

3.0 REFERENCES

SMC section 13.04.2024  
City Water Code, chapter 13.04 of the Spokane Municipal Code

4.0 DEFINITIONS

4.1 "Hydrant Disk" is a round plastic disk to be placed on a hydrant port when the hydrant is in use. The color of the disk changes yearly.

4.2 "Hydrant Gate Valve" is a special device to be attached to the hydrant port in order to control flow from the hydrant.

- 4.3 "Hydrant Port" is an opening into the hydrant to which the fire hose is connected to obtain water. It is two and one half inches (2 ½") in diameter. There are normally two (2) on each hydrant.
- 4.4 "Hydrant Wrench" is a special wrench designed for use on fire hydrants to open the gate valve.

## 5.0 POLICY

- 5.1 It is the policy of the Water & Hydroelectric Services Department to permit access to municipal fire hydrants and the City water system only upon approval through the permit system.
- 5.2 Approval is discretionary and the department at all times reserves the right to deny access, with or without reasons. Reasons for denial may include low water supply, low pressure conditions or any other reason. In addition, any permit issued may be revoked without any showing of cause or for any reason. This policy creates no right of access to hydrants or the public water system under any circumstances. No duty is intended to be created as to any person or class. Any duty nonetheless deemed created shall be only the general public at large. This provision controls all others.
- 5.3 A hydrant permit application must be submitted, a permit issued and all fees and conditions of issuance satisfied prior to access to a public water system fire hydrant. This does not apply for use by the Fire Department or in the case of emergency, such as when a fire hydrant is used for fire protection.
- 5.4 Any person accessing a fire hydrant is required to limit access to the need for which the permit is issued, or in the case of the Fire Department, access must be limited to the authorized needs of the department only and for no other purpose.
- 5.5 Persons accessing hydrants are responsible for compliance with all provisions of the City Water Code, chapter 13.04 of the Spokane Municipal Code.
- 5.3 Fees / Charges.
  - 5.3.1 Hydrant permits may be purchased daily, monthly or yearly. The fees for use of hydrants are adjusted annually.
  - 5.3.2 The department charges other fees for use of equipment. These fees are adjusted annually.
  - 5.3.3 Customers should contact the department for the current fee schedule.

## 6.0 PROCEDURE

- 6.1 For answers to questions or other assistance, the department may be contacted at (509) 625-7800.
- 6.2 Anyone wanting a hydrant permit must apply in person at the department's administrative offices 914 East North Foothills Drive, Spokane, Washington 99207 between the hours of 8:00 a.m. to 3:00 p.m., Monday through Friday only. No permits will be issued on weekends or after hours.
- 6.3 A daily hydrant permit is only valid on the date written on the hydrant permit application.
- 6.4 A hydrant permit only allows the permittee to use one hydrant. Multiple permits can be purchased if more than one hydrant is needed.
- 6.5 Unauthorized users of a hydrant are subject to fines and penalties, including potential criminal prosecution. Unauthorized hydrant use will be immediately terminated and all equipment associated with the use of the hydrant will be confiscated. Unauthorized users are subject to being barred from any future fire hydrant access or use.
- 6.6 Hydrant disks.
  - 6.6.1 Hydrant disk(s) will be issued to the customer at the time the permit is purchased. A separate hydrant disk will be issued for each permit purchased.
  - 6.6.2 The hydrant disk must be on the hydrant at all times while the hydrant is in use.
  - 6.6.3 The hydrant disk must be returned when the customer is through using the hydrant.
    - A. Daily permits – the hydrant disk must be returned by the next business day.
    - B. Monthly permits will be continuously billed until the hydrant disk is returned.
    - C. Yearly permits – the hydrant disk must be returned no later than the first week in January of the following year.
- 6.7 Hydrant wrenches

6.7.1 Hydrants are only to be operated with a hydrant wrench. Anyone who has damaged a hydrant due to improper use will be billed for repairs to the hydrant.

6.7.2 Hydrant wrenches will be loaned, at no cost, to any customer who purchases a hydrant permit.

6.8 Hydrant valves - A gate valve must be put on a hydrant port before the hydrant is turned on. Ball valves are never to be used.

6.9 A hydrant may only be turned fully on and turned fully off. The hydrant shall not be used to control the water flow when in use since automatic drain valves in the hydrant would be partially open and could damage the hydrant or area around it.

6.10 The customer shall pay in advance - be billed on its utility account. In the event of nonpayment, the bill may be turned over for collection.

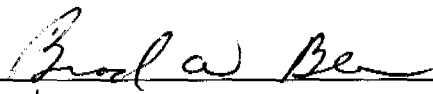
## 7.0 RESPONSIBILITIES

The City of Spokane Water & Hydroelectric Services Department shall administer this policy.

## 8.0 APPENDICES

None

APPROVED BY:

  
\_\_\_\_\_  
Director

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
City Attorney (ASST)

\_\_\_\_\_  
Date