



**COLORADO SPRINGS UTILITIES
CONTRACT ADMINISTRATION**

111 S. Cascade Ave. • Colorado Springs, CO 80903 • Phone 719-668-8111

TEMPORARY WATER SERVICE PERMIT (FIRE HYDRANT USE)

RULES AND REGULATIONS

Class “A” and “B” permits

Billing: A card will be sent monthly to each permit holder for the purpose of obtaining a reading from the meter to measure consumption. The permit holder shall complete and return the meter reading card each month. The permit holder shall contact C&I Billing (719-668-8293) to call in meter read if a card is not received. Meters may be inspected and tested periodically by Colorado Springs Utilities. If the meter is found to be inaccurate or malfunctioning, the permit will be suspended until the meter has been repaired and tested. The permit holder will be billed for repairs performed by Colorado Springs Utilities.

Class “C” Permits

Class “C” permits will be issued on a limited basis and will require special approval by a Contract Administration Supervisor. Persons obtaining a Class “C” permit are required to maintain a record of water drawn and have record available upon request.

Revocation: In the event Colorado Springs Utilities determines that there is any violation of the permit conditions, the permit will be immediately revoked. Violations of permit conditions may include, but are not limited to, the following:

1. Nonpayment of accounts
2. Unauthorized use of fire hydrants or other city property
3. Damage to city property or facilities due to neglect or misuse
4. Pressure problems, breaks, or other problems within the water system [Permit will be suspended until further notice]
5. Violation of rules and regulations for water usage
6. Failure to use required backflow prevention device

Rules

1. Fire hydrants shall be opened completely and remain open until connection is to be removed. All flow controlling is to be done with the auxiliary gate valve.
2. All connections to the hydrant must have a gate valve installed immediately following the meter between the hydrant and the point of delivery. No ball valve or quick closing valves shall be used to control water flow.
3. When not in use, the meter and/or equipment shall be removed from the hydrant, the hydrant checked for proper drainage and hydrant caps replaced.
4. Colorado Springs Utilities-owned meters and equipment shall be kept in a warm place when there is a possibility of freezing temperatures.
5. Only approved wrenches shall be used to operate hydrants. Wrenches are provided by Colorado Springs Utilities upon issuance of a meter.
6. In the event of a malfunction of the hydrant, meter or backflow assembly, the user shall suspend use of such equipment and immediately notify Colorado Springs Utilities' Meter Shop at 719-668-7242.
7. The meter and/or equipment shall not be moved from the authorized location on the permit without prior approval of Colorado Springs Utilities' Contract Administration at 719-668-8111.
8. Permits must be kept in tank truck or on the job site for examination at any time by any employee of Colorado Springs Utilities or the City of Colorado Springs.
9. Permit hangers must be placed on the hydrant when in use.
10. No Colorado Springs Utilities-owned meters or equipment shall be taken outside the City limits or water system without approval in writing from Contract Administration.
11. No water shall be drawn from a fire hydrant after 6 p.m. or on weekends or holidays without notification and approval by a Colorado Springs Utilities.
12. It shall be unlawful for any person to sell or otherwise dispose of water from Colorado Springs Utilities (City Code 12.4.603).
13. The City of Colorado Springs and Colorado Springs Utilities will not be responsible for split readings or billings on one permit.
14. Applicants using a private, non-city-owned fire hydrant must obtain permission from the owner before using. User is responsible for connection to and operations of such hydrant.
15. The backflow assembly, meter and hose shall be connected to the hydrant in the manner indicated in the Hydrant Permit Schematic.