



HYDRANT USE PERMIT Application

INSTRUCTIONS

If you have any questions or would like a preliminary discussion before applying, you may contact the City Engineering Department at 250-746-5321 or engineering@duncan.ca.

Please note, you must submit the application, applicable forms, and the application fee to City Hall or to finance@duncan.ca. **The Engineering Department cannot accept applications.**

Completing and Submitting the Application:

- The registered owner must complete and sign the application.
- If the registered owner would like an authorized agent to act on their behalf, they must fill out and sign the DECLARATION section of the application. If an Authorization of Agent/Declaration section is not within the application, please fill out and submit the Authorization of Agent form which can be found on the City's website at <https://duncan.ca/city-hall/forms-applications/> and submit it with the application.
- The complete application, and applicable forms must be emailed to finance@duncan.ca, or mailed, or dropped off to City Hall, 200 Craig Street, Duncan, BC V9L 1W3. **The Engineering Department cannot accept applications.**

Fees:

- A non-refundable application fee of \$50 must be submitted with the completed application and applicable forms. The Hydrant Use Permit Fee of \$100 and the water consumption charge will be payable after using the hydrant.

Payment Options:

Payment cannot be processed until the City receives the completed application and applicable forms.

Payment can be made:

- At City Hall, 200 Craig Street, Monday – Friday (Statutory holidays exempt) between 8:30 a.m. and 4:00 p.m. by cash, cheque, or credit card.
- By mailing a cheque with the application and any applicable forms to City of Duncan, 200 Craig Street, Duncan, BC V9L 1W3.
- With a credit card by calling City Hall at 250-746-6126.

After the Application Fee is Paid:

- The Finance Department will send the application to the Engineering Department to be processed.
- Once the application has been processed by the Engineering Department, the City will attach a water meter to the desired fire hydrant to record the water consumption.
- After the completion date, the City will detach the water meter and record the water consumption. The applicant will then be required to pay the Hydrant Use Permit Fee and the Water Consumption Charge for each cubic meter of water consumed based on the rates as set out in the City's Fees and Charges Bylaw and shown on the application form.



HYDRANT USE PERMIT Application

APPLICANT INFORMATION

Name/Company:

Email:

Phone No.

Mailing Address:

City:

Postal Code:

24-hr Emergency Contact:

24-hr Emergency No.:

HYDRANT INFORMATION

Hydrant Location / Details:

Hydrant No. (if known):

Estimated Value of Work: \$

Starting Date:

Completion Date:

HYDRANT USE PURPOSE

PERMIT CONDITIONS

Applicants are recommended to discuss the proposed location with Public Works prior to the application

Any permission and/or approval granted herein is at all times subject to the following conditions:

1. The permittee shall at all times accept full responsibility for any accident that may occur or damage that may be done to any person or property whatsoever, whether caused directly or indirectly by these works, and shall save harmless and keep indemnified the City of Duncan from all claims and demands whatsoever in respect of these works and such works.
2. Please include a copy of your insurance certificate for a minimum of \$2 million comprehensive general liability naming the City of Duncan as an additional insured. If the City has a copy of your insurance with the valid period of time identified, it is not necessary to include this with each application.
3. At no time shall the permittee remove any port cap nor use any port that does not have a meter and backflow prevention installed. Unauthorized use of a hydrant port may result in the immediate termination of use.
4. This permit is granted subject to and without prejudice to the provisions of the Highway Act, or any other acts governing City lands and public works or their use by the public, and subject to and without prejudice to any City Bylaws.
5. This permit is valid only for the specific works stated herein. Any alteration or addition to the scope of work shall be covered by a separate permit or approved amendment.
6. This permit may be cancelled at any time at the direction of the Public Works Department without recourse should the permittee fail to comply with all the conditions of the permit.
7. The City will supply and install a metered backflow prevention device with valves opened by the City.

NOTE: Upon approval, this permit is good for the above dates and locations only, is not transferable and is subject to cancellation without notice. The hydrant will be available for use within 48 hours of approval of this permit. Public Works will advise of the estimated day/time of the hydrant meter installation via fax or phone.

RATES*(in accordance with the current Fees & Charges Bylaw)*

Application Fee (non-refundable) (MS-HYDRANT)	\$ 50.00	PAID STAMP
Hydrant Use Permit Fee	\$100.00	
Water Consumption Charge (per cubic metre)	\$ 0.826	

INCLUDE WITH APPLICATION

- Liability Insurance (\$2,000,000) Attached
- Payment of application fee (see above) Attached

Signature_____
Date**OFFICE USE ONLY****RISK MANAGEMENT APPROVAL**_____
Director of Finance_____
Date**PUBLIC WORKS DATA**

Meter No.: _____ Start: _____ Finish: _____

Hydrant Location:

City of Duncan North Cowichan CVRD Cowichan Tribes

Comments:

PUBLIC WORKS APPROVAL_____
Manager of Engineering_____
Date

Personal information you provide on this form is collected pursuant to Section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing this application. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to the Corporate Services Coordinator by email: duncan@duncan.ca or phone: 250-746-6126.