



HYDRANT USE PERMIT Application

INSTRUCTIONS

Applicants are strongly recommended to discuss the proposed location with Public Works prior to submitting an application. They can be reached by phone at 250-746-5321 or by email at publicworks@duncan.ca.

Fees:

- A non-refundable application fee of \$50 must be submitted with the completed application.
- If your application is approved, you will be notified by Public Works. After you have finished using the hydrant the Applicant will be issued an invoice for the following (payment is required within 30 days)
 - Hydrant Use Permit Fee of \$100
 - Water Consumption Charge of \$25/day
 - Backflow Prevention Device Rental Fee (if applicable)

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 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.
- A copy of your insurance certificate for a minimum of \$2 million comprehensive general liability naming the City of Duncan as an additional insured must be submitted with the application.
- You must use a backflow prevention device. You can either supply your own or rent one from the City:
 - If a backflow prevention device is being rented from the City, it will be installed on the identified hydrant on the start day of the permit.
 - If a backflow prevention device is supplied by the applicant, a copy of the last cross-connection control inspection (within the last 12 months) must be included with the application.
- The complete application, and any supporting documents, must be emailed to finance@duncan.ca, mailed, or dropped off at City Hall, 200 Craig Street, Duncan, BC V9L 1W3. **Public Works cannot accept applications.**
 - The application will only be processed after we receive the signed application form, a copy of your insurance, a signed Authorization of Agent form (if applicable), a backflow inspection report (if applicable), and a \$50 non-refundable application fee (see Payment Options below).

Payment Options:

Payment cannot be processed until the City receives the completed application and all supporting documentation. Payment can be made:

- At City Hall, 200 Craig Street, Monday – Friday (not open on statutory holidays) between 8:30 a.m. and 4:00 p.m. by cash, cheque, or credit card.
- By mailing a cheque with the application and all supporting documents to City of Duncan, 200 Craig Street, Duncan, BC V9L 1W3.
- Online by credit card at www.duncan.ca/city-hall/online-payments/.

After the Application Fee is Paid:

- The Finance Department will send the application to Public Works to be processed.
- You will be contacted by Public Works once your permit is approved or to discuss further.
- After the completion date, the Applicant will be invoiced for the Hydrant Use Permit Fee, the Water Consumption Charge, and the Backflow Prevention Device Rental Fee (if applicable).



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 Backflow / Rental Yes No If yes, have you provided an inspection report Yes No

HYDRANT USE PURPOSE

PERMIT CONDITIONS

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.

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. 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.
3. 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.
4. 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.
5. 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.
6. A backflow prevention device must be used.
7. The backflow prevention device needs to be removed at the end of each day to maintain its availability for firefighting.
8. Repairs and replacement of damaged equipment will be billed to the permit holder.

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

Application Fee (non-refundable) (MS-HYDRANT)	\$ 50.00	PAID STAMP
Invoiced by A/R After Completion:		
Hydrant Use Permit Fee	\$100.00	
Water Consumption Charge (per day)	\$25.00	
Backflow Prevention Device Rental (if applicable)	\$50.00	

INCLUDE WITH APPLICATION

- Payment of application fee (see above) Attached
- Liability Insurance (\$2,000,000) Attached
- Authorization of Agent Attached N/A
- Backflow device inspection report if renting Attached N/A

Signature _____
Date

OFFICE USE ONLY

RISK MANAGEMENT APPROVAL

Director of Finance _____
Date

PUBLIC WORKS DATA

Hydrant Location:

- City of Duncan North Cowichan CVRD Cowichan Tribes

Comments:

PUBLIC WORKS APPROVAL

Manager of Operations _____
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