



City of Bellevue Utilities  
Operations & Maintenance Division

**TEMPORARY HYDRANT PERMIT RENEWAL APPLICATION**

**Applicant Information**

Company Name:		Company Phone #:
Contact Name:		Contact Phone #:
Company/Contact Address:		
City:	State:	Zip Code:
Email*: <i>* Email will be used for online billing purposes &amp; customer communication(s)</i>		

**Project & Hydrant Use Information**

Primary Project Use:	
<i>If Other, please explain:</i>	
Primary Hydrant Use:	
<i>If Other, please explain:</i>	

Job Site Location:

Hydrant Location *(provide nearest cross-streets or address):*

Project Name *(if there is a COB permit associated with this project please provide the name used on the permit):*

Expected Job End Date:

**Billing Information (OPTIONAL: please complete if you would like to change your current billing information)**

**Permit Billing Information:**  check box if billing address is same as company/contact address (above)

Street:

City:	State:	Zip Code:
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**Permit Application Process**

Temporary Hydrant Permits renewals are approved on a case-by-case basis. Renewal permits are issued for short-term (90-day) water usage for use on one designated hydrant and follow all the procedures for a New Temporary Hydrant Permit. Applications will be reviewed within 5-business days and approved customers will be issued an invoice to pay initial permit and deposit fees. Upon approval staff will reserve hydrant meter inventory for customer until install can be scheduled.

City of Bellevue staff will contact customers to schedule installation appointments once applications are approved. Staff will try to coordinate uninstal of previous meter with install of new meter to help ensure proper water coverage and minimize disruptions, if/when possible. If customer installation has not been scheduled within 10-business day of application approval, reserved hydrant meter cart may be placed back in general inventory and customer may be placed on inventory wait-list.

Permit and deposit fees can be paid online, through mail or at the Service First Desk at City Hall (1<sup>st</sup> floor, 450 110<sup>th</sup> Ave NE, Bellevue, WA). Fee information can be found on the City of Bellevue Hydrant Meter Permit Website.

To contact the City of Bellevue Backflow Program e-mail or call: [Backflow@bellevuewa.gov](mailto:Backflow@bellevuewa.gov), Tel: (425) 452-4201

**Billing & Permit Cancellation Policy**

Daily water charges and monthly equipment rental charges will continue to accrue from the time of installation until written notification is received to cancel permit, or equipment is uninstalled and permit expires. Permits will expire automatically 90-days after installation date, the City of Bellevue will schedule a time to uninstal equipment from the hydrant when permit expires and quarterly billing will be issued based on the water meter read provided at the time of uninstalation.

Permit holder will be responsible for any damages occurring to the hydrant, water meter and backflow device and any equipment connected there within after installation has occurred.

To cancel permit and release equipment deposit please contact the City of Bellevue Backflow Program at: [Backflow@bellevuewa.gov](mailto:Backflow@bellevuewa.gov), Tel: (425) 452-4201

**Permit Holder Agreement**

*The undersigned hereby certifies that this permit and all related City of Bellevue assets will be used only for the designated and specified permit purposes when connected to the City of Bellevue’s Water System. The undersigned agrees to hold harmless the City of Bellevue, agents and employees for any all claims or liability of any nature whatsoever for injury to or death of any person or damage to any property real or persona, arising out of the use of a City of Bellevue hydrant, meter and/or backflow device. The undersign agrees to pay all deposit and permit fees prior to or after hydrant meter cart installation.*

Print Name:

Signature:

Date:

*Failure to comply with permit, equipment and/or billing requirements can result in the immediate termination of this permit and the issuance of any applicable fines per Bellevue Civil Enforcement code chapter 1.18 and is subject to escalating enforcement including up to \$500 per day per violation and up to \$5,000 per day for repeat violations. Permit holder is responsible for the safety, maintenance and general wellbeing of city of Bellevue property and equipment from time of install until uninstal is complete.*

*\*If unable to utilize above “submit” button, please save document and send as an attachment to [backflow@bellevuewa.gov](mailto:backflow@bellevuewa.gov)*



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**Permit Approval Status**

This permit application has been reviewed for content and use case:

**FOR COB Use Only (WQ)**

Approved     Denied    Date:

Reason for Denial:

**Hydrant Location Information**

The approval of this permit allows for the authorized use of the designated fire hydrant:

**FOR COB Use Only (WQ)**

Hydrant #:

Permit #:

Original Permit #:

Original Permit Issuance Date:

**Billing & Permit Information**

The following is to be used COB Utilities Finance department:

**FOR COB Use Only (Util Finance ONLY)**

Permit Fee & Deposit:  Paid