Tanya Arsh, P.E.
Director

Richard C. Westerfield P.E., Ph.D.
Administrator

City of Columbus
Department of Public Utilities
Division of Power & Water
Special Event Fire Hydrant Application/Permit

(APPLICATION MUST BE SUBMITTED AT LEAST 30 DAYS PRIOR TO EVENT)

EVENT SPONSORS INFORMATION

Organization Name (Applicant):		
Billing Address:		
City:	State:	Zip:
Office Phone:	Office Fax:	
Account Number (Completed by City):		
Primary Contact:	Secondary Contact:	
Primary Contact Phone:	Secondary Contact Phone:	
Primary Contact Email:	Secondary Contact Email:	

EVENT INFORMATION

Under Event Location, either describe the area by geographical boundaries, street names, or the name of the park (e.g. Franklin Park, Shelter House area). For events held on private property, use the business name and address

Event Name:			
Event Location:			
Event Start Date:		Event Ending Date:	

FIRE HYDRANT LOCATION

Under Location, describe the fire hydrant by count from City street intersection (e.g. 3rd fire hydrant west of High Street on Broad Street). For events using private fire hydrants, use the business name and address

Number of Fire Hydrants Requested:	

Hydrant ID (by City)	Location

If using more than five (5) fire hydrants, attach separate sheet for additional locations.

PERMIT REQUIREMENTS

1. The applicant shall be responsible for all damages that occur to the fire hydrant, water mains, and other appurtenances as a result of the applicant's negligence.
2. An approved backflow prevention assembly and an approved fire hydrant wrench **MUST** be used while operating the hydrant. **A double check valve is not an acceptable backflow device.**
3. A permit shall be obtained **PRIOR** to any connection to a hydrant.
4. The applicant's copy of this permit shall be kept at the location of the event, and shall be presented to any person employed by the City of Columbus or applicable contracting service area when requested.
5. The barrel of any fire hydrant used between the dates of September 15 and April 15 shall be pumped dry to the foot valve of the hydrant, by the applicant, **IMMEDIATELY** after each time the hydrant is operated.
6. Each permit shall be for the stated purpose, time frame and shall apply to only fire hydrants listed in this permit.
7. The hydrant shall be operated only by the applicant's experienced personnel.

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PERMIT REQUIREMENTS

All temporary connections to fire hydrants shall have a Reduced Pressure Zone (RPZ) backflow preventer in accordance with American Society of Safety Engineers (ASSE) Standard 1013.

Check which option that applies to your event. Include all required additional information in your submission

☐ **OPTION 1:**

Division of Power & Water (DOPW) staff provides all labor and material required for the set-up and take-down of the temporary water line.

Permit applicant shall be responsible for all DOPW labor costs associated with the set-up and take-down of the temporary water lines as well as the replacement cost for equipment or materials damaged during the event. Permit applicant is responsible for connecting services to temporary water line at locations identified on detailed site plan. DOPW reserves the right to modify location of temporary water line and/or service connections as field conditions dictate.

A five hundred dollar ($500.00) refundable security deposit shall be submitted at least thirty (30) days prior to the event.

☐ ***Additional Information Required:*** A detailed site plan showing boundaries of the event and location(s) of temporary connection(s) to the fire hydrant(s) and all proposed service connection(s).

☐ **OPTION 2:**

Division of Power & Water (DOPW) staff provides set-up, take-down and testing of RPZ backflow preventer assembly only.

Permit applicant shall be responsible for all DOPW labor costs for the set-up, take-down and testing of the backflow preventer assembly as well as the replacement cost for equipment or materials damaged during the event.

Permit applicant shall be responsible for the construction of the temporary water lines after the RPZ backflow preventer assembly.

A five hundred dollar ($500.00) refundable security deposit shall be submitted at least thirty (30) days prior to the event.

☐ ***Additional Information Required:*** A detailed site plan showing boundaries of the event and location(s) of temporary connection(s) to the fire hydrant(s).

Type of outlet available at end of RPZ backflow assembly for construction of temporary water line
Check desired outlet: ☐ 2 ½" NST male or ☐ 2" NPT female

☐ **OPTION 3:**

Permit applicant will provide all labor and materials required for the construction of the temporary water lines.

Permit applicant is responsible to have each RPZ backflow preventer tested by a certified backflow inspector after installation. The certified test report shall be faxed to the Division of Power & Water Attention: Dan Richards at (614) 645-0290 prior to the start of the event.

For use of public fire hydrants, the permit applicant must pay a fifty dollar ($50.00) fire hydrant inspection fee. Fire hydrants identified for use will be inspected by City staff before and after the event for operational integrity. Any damages to the fire hydrant caused as a result of the permit applicant's operation will be repaired by the City at the expense of the permit applicant.

☐ ***Additional Information Required:*** A detailed site plan showing boundaries of the event and location(s) of temporary connection(s) to the fire hydrant(s).

FEES AND DEPOSITS

Permit Fee (All options)
Permit fee determined by number of public fire hydrant connections identified on the detailed site plan.

Check one:
☐ Five (5) fire hydrant connections or less = $75.00
☐ More than five (5) fire hydrant connections = $150.00

Permit Fee $_____

Daily Usage Fee (All options)
For public fire hydrant connections, there is a fifty dollar ($50.00) water usage charge for each day this permit is in effect regardless of the number of fire hydrants that are used.

$50.00 x _____ days = $_____

Daily Usage Fee $_____

Event Deposit (Option 1 or 2 only)
If the permit applicant elects to use DOPW personnel for construction and removal of temporary water lines, or just the use of RPZ backflow assembly, a five hundred ($500.00) refundable security deposit shall be submitted at least thirty (30) days prior to the event so that the work can be planned and scheduled. The permit applicant is responsible for all labor costs for this work as well as the replacement cost for equipment or material damaged during the event.

If the total cost exceeds the amount deposited, a separate bill will be sent to the permit applicant to cover the balance. If the costs are less than the deposit, the remaining amount will be refunded to the permit applicant.

Event Deposit $_____

Fire Hydrant Inspection Fee (Option 3 only)
For instances where the permit applicant will provide all labor and materials required for the construction of the temporary water lines, including the RPZ backflow assembly, the permit applicant must pay a fifty dollar ($50.00) fire hydrant inspection fee.

Fire Hydrant Inspection Fee $_____

Late Fee (If applicable)
Unless waived by the Appointing Authority or an approved designee, a one hundred ($100.00) late fee shall be assessed if permit application is submitted less than 30 days prior to the start of the event, or if any fees required have not been paid within 10 days of the event. This is non-refundable.

Late Fee $_____

Total Fees/Deposit Due $_____

The applicant, or his agent, by signing this permit, understands and agrees to all application requirements. Failure to meet any requirements shall subject the applicant to full prosecution, pursuant to Section(s) 1113.035, 2501.99 and 2517.04 of the Columbus City Codes. Permit shall be revoked and the set-up and/or usage of the fire hydrants shall be voided for the event for failure to provide information requested, or if any fees required have not been paid within 10 days of the event.

Signature of Applicant _____ Date _____ Authorized By (City Representative) _____

Return this Application to:

DEPARTMENT OF PUBLIC UTILITIES
PERMITS OFFICE
910 DUBLIN ROAD, 3RD FLOOR
COLUMBUS, OH 43216
(614) 645-7330

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FOR OFFICE USE ONLY

Date Issued:		Permit Number:	
Permit Valid From:		To:	

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