



# Construction/Operational Permit Application



## Private Fire Hydrants

[www.cityofvancouver.us/departments/fire-department](http://www.cityofvancouver.us/departments/fire-department)

International Fire Code as adopted by VMC 16.04 (Washington State Fire Code)

### Permitting Requirements

New private fire hydrants are not permitted in the City of Vancouver. All new hydrants must be provided with a public easement and will be owned and maintained by the City of Vancouver. See the Fire Hydrants and Valves application for information on the installation new fire hydrants and valves.

An **operational permit** is required to maintain, remove from service, or operate private fire hydrants (WSFC 105.5.41). An operational permit is not required for private industry with trained maintenance personnel, private fire brigade, or fire departments to maintain, test, and use private hydrants. A **construction permit** is required for the modification/enhancement of existing private fire hydrants (WSFC 105.6.18). Performing maintenance does not require a permit.

### Project Information

Site Address		Owner Name	
Other			

### Applicant Information

Company Name		Address	
Contact Name			
Office Phone		Cellular	
		Email	

### Contractor

Company Name		Address	
Contact Name			
Office Phone		Cellular	
		Email	

Application type:  Construction  Operational  Both Construction and Operational

### Description of Work


## Electronic Plan Standards

### File Naming Standards:

Electronic plans and documents shall be named as specified in the City of Vancouver [ePLANS](#) system:

<https://www.cityofvancouver.us/business/permits-licenses-and-inspections/eplans/>



### Acceptable File Types:

Plans, calculations, specifications and supporting documents shall be uploaded as a PDF file.

### Plan Sheet Standards:

All plans shall be drawn to scale, as identified in the checklist, and each sheet shall state the scale and show a measurable scale on the page for measurement calibrations.

### Document Orientation:

All plans must be uploaded in "Landscape" format in the horizontal position with a north indicator. All other documents can be in "Portrait" format.

### Stamped:

Where documentation contains a code analysis or engineering calculations, such documents shall be stamped by the design professional.

## Minimum Submittal Checklist for Upload to ePLANS

- Completed Fire Installation Permit Application – Private Fire Hydrants (this document) Check all *Permit Conditions* checkboxes that are applicable to your project
- Supporting documents listed below (See *Document Details* below)
- Site plans (see *Plan Details* below)

## Document Details

For maintaining a private fire hydrant system provided current annual inspection, testing and maintenance (ITM) documentation provided by an endorsed fire protection contractor. ITMs are required for the hydrants and fire pumps supplying the hydrants.

For private fire hydrant use, provide a narrative to include the following information:

- Address and coordinates of the proposed hydrant.
- Details of equipment or hose threads proposed to be attached to the hydrant.
- Date(s) and time frames for proposed fire hydrant use.
- Documentation of water purveyor approval for use.
- Where will the water be used? (address, parcel number, coordinates)
- Explain the purpose of using the fire hydrant.
- Explain why other water supplies are unavailable or impractical.
- Will hydrant use be limited term or long term?
- Will the use prevent Fire Department use during an emergency?
- Will the fire hydrant remain visible from the fire lane during use. If not, what is proposed in lieu of visibility (e.g. signs)?

For modification or removal from service, provide a narrative to include the following information:

- Address and coordinates of the fire hydrant.
- Description of required work and reason for modification/removal.

## Plan Details

The following is a list of information required on all plan submittals for review of a fire hydrant and valves permit. The plan shall be drawn to 1/8" = 1'-0" minimum scale. The applicant is required to submit all applicable information so an accurate and timely review may be completed:

- Site plan to include a north arrow, a measurable scale for calibration purposes, fire hydrants, guard posts, emergency access lanes and doors, and vehicle gates.
- For maintaining a private fire hydrant system provide a site map with the locations of the hydrants and the fire lane access to and through the site.
- Show any on-site storage water and fire pumps.

## Permit Conditions

The following is a list of requirements related to private fire hydrant operation. Use this form to confirm that all applicable requirements are met. Non-applicable requirements can be left blank.

### General:

- New private fire hydrants are not permitted. All new hydrants must be provided with a public easement and will be owned and maintained by the City of Vancouver.
- Metered hydrant connections shall not be used to supply potable water for domestic use.
- The permit holder is liable for all damage to the fire hydrant, the metered connection, and property in the vicinity of the fire hydrant.
- This permit is issued exclusively for use to the applicant that the permit was granted to. Use of permit cannot be granted to any other individual or company.
- All meters shall have a reduced pressure principle assembly installed immediately downstream of the meter and attached at all times. Any person who is authorized to use a non-metered fire hydrant shall have in their possession a valid permit issued by the City of Vancouver.
- A standard fire hydrant spanner wrench must be used to open and close hydrant valves. Pipe wrenches are prohibited.
- Caps must be replaced on hydrant outlets when the hydrant is not in use.
- Fittings having other than National Standard fire hose threads are prohibited.
- Open and close hydrant valves slowly in order to avoid water hammering and/or potential damage to waterlines.
- Fire hydrant users are ultimately responsible for damage to the hydrant or meter for the duration of the permit if it is determined that fault lies with the applicant.
- Temporarily inoperative or unusable fire hydrants should be wrapped or otherwise provided with temporary indication of their condition.

### Maintenance, Modification, and Removal from Service:

- Permanently inoperative or unusable fire hydrants should be removed (NFPA 291 5.2.2). You must submit a request for administrative review to the Fire Marshal to remove any fire protection equipment.
- Private hydrants shall be maintained with red paint only and storz quick connections in accordance with City of Vancouver Standards.
- Hydrants shall be inspected annually to ensure proper functioning. Dry barrel and wall hydrants shall be inspected annually and after each operation for the following conditions (NFPA 25 Section 7.2.2.4):
  1. Inaccessibility (both visual and physical access)
  2. Presence of water or ice in barrel, which could indicate a faulty drain, a leaky hydrant valve, or high groundwater table
  3. Improper drainage from barrel
  4. Leaks in outlets or at top of hydrant
  5. Cracks in hydrant barrel
  6. Tightness of outlet caps
  7. Worn outlet threads
  8. Worn hydrant operating nut

9. Availability of operating wrench (The standard wrench is carried by fire apparatus. Ensure the operating valve head is sized in accordance with COV water department standards. A wrench should not be readily available at the hydrant)
10. Corrosion detrimental to hydrant integrity

- Fixed pumps for fire hydrant water supply shall be maintained in accordance with NFPA 20.
- Fire water tanks shall be installed and maintained in accordance with NFPA 22.
- Yard-art fire hydrants shall not be placed in such a way that they could be confusing to first responders or mistaken for an operational fire hydrant.

**NOTE:** *This is not intended to be an all-inclusive list. The WSFC requirements listed are intended to ensure that we have adequate information to begin a review of the application. Additional information may be required.*

**I understand that all applicable codes apply and that other regulatory codes may also apply. Errors and/or omissions on the plans and corrections from field inspections are the responsibility of the owner/contractor. All work is subject to compliance with City of Vancouver ordinances and laws of the State of Washington.**

APPLICANT NAME: \_\_\_\_\_ APPLICATION DATE: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_