



Operational Permit Application

Fire Hydrants and Valves



Washington State Fire Code

www.cityofvancouver.us/departments/fire-department

Permitting Requirements

An **operational permit** is required to use or operate fire hydrants or valves intended for fire suppression purposes that are installed on water systems and provided with ready access from a fire apparatus access road that is open to or generally used by the public.

Temporary use of water from fire hydrants (use of water from a fire hydrant where an established service point or permanent water meter is not available) requires an operational permit. A permit is not required for authorized employees of the water company that supplies the system or the fire department to use or operate fire hydrants or valves.

The Vancouver Fire Department is not the Water Purveyor. Only the Water Purveyor can authorize the private use of a public fire hydrant.

The City of Vancouver Water Department requires a temporary hydrant water meter to be installed if approved for use.

Hydrant meters shall not be used:

- As a permanent connection, such as a connection to an irrigation system or to a water distribution system;
- To temporarily connect to an irrigation system;
- To connect directly to a home or business;
- When resulting effluent requires discharge into the public sanitary sewer system;
- By homeowners for nonemergency purposes or ongoing activities such as filling pools or seasonal irrigation
- For longer than 1 year or it will require the installation of a water service.

Exceptions to this rule must be approved in writing by the Public works Director or designee.

<https://www.cityofvancouver.us/government/department/public-works/fire-hydrant-water-temporary-access/>

https://www.cityofvancouver.us/wp-content/uploads/2023/06/hydrant_mtr_policy_6-2021.pdf

This application is for public fire hydrants and valves only; for information on private fire hydrants, see the *Private Fire Hydrant* permit application.

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

Description of Work

Fire Hydrant Use: Metered Unmetered N/A

Electronic Plan Standards

File Naming Standards:

Electronic plans and documents shall be named as specified in the City of Vancouver [ePLANS](https://www.cityofvancouver.us/business/permits-licenses-and-inspections/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 – Fire Hydrants and Vlves (this document) Check all *Permit Conditions* checkboxes that are applicable to your project
- Written permission from the water purveyor to use a hydrant water meter. **DO NOT SUBMIT WITHOUT THIS REQUIRED DOCUMENT.**
- Narrative that details the intended use.
- Site plans (see *Plan Details* below)

Document Details

1. Provide documentation from the water purveyor that you are approved to use the particular public fire hydrant.
2. Provide a narrative with 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.
 - Will the use be public or private in nature?
 - Will the water be metered or unmetered?
 - 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)?

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 hydrant(s) to be used, fire department access roads, and vehicle gates.

Permit Conditions

The following is a list of WSFC 507.5 requirements related to fire hydrant and valve operations. Use this form to confirm that all applicable requirements are met. Non-applicable requirements can be left blank.

General:

- All meters shall have a reduced pressure principal 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.

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: _____