



# FIRE HYDRANT METER PERMIT

Distribution Water Quality & New Service Tel: 913.895.1815  
10747 Renner Blvd., Lenexa, Kansas 66219-9624 Fax: 913.895.5607

**Meters are available for pickup between 9am to 3pm M-F with a 24 hour notice.**

**Office Use Only**  
Meter # \_\_\_\_\_  
Date Issued: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_

## **\*\*Required Fields** Applicants Information

**\*\*Date requested:** \_\_\_\_\_ **\*\*Contact Person:** \_\_\_\_\_

**\*\* Company Name:** \_\_\_\_\_

**\*\* Billing Address:** \_\_\_\_\_

**\*\* Physical Address:** \_\_\_\_\_

**\*\* City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**\*\* Phone No.** \_\_\_\_\_ **\*\*E-Mail Address:** \_\_\_\_\_

**\*\* Do you need a Water Truck inspection?**  Yes  No

**If Yes, Please fill out a Water Truck Inspection Form.**

**If you are applying for a meter to fill any type of a vessel (tank, truck, etc) you must have an Inspection for Cross Connection Control.**

**\*\* Meter to be used for:** \_\_\_\_\_

**\*\* Size Requested:**  1-inch  3-inch **\*\* Fire Hydrant(s) Located at:** \_\_\_\_\_

## WaterOne Hydrant Meter Conditions

1. The meter reading must be reported to WaterOne by the 20th day of the month. All numbers must be read from left to right including the fixed zeros. **Failure to submit monthly meter reading results, will result in a fine of \$100.00. Which will be added to the customers account.**
2. All accounts shall receive a monthly water bill consisting of a monthly service charge, a charge for the volume or estimated volume of water used and any fines or penalties that have been assessed against the account.
3. The meter and materials must be returned on or before December 31st of the current year or by the designated expiration date, whichever occurs first.
4. The amount of the deposit will be refunded only after the meter and materials has been returned to WaterOne in good condition and all amounts charged to the account have been paid. There will be a partial refund issued if material damage is found to the meter.

## Operation of FireHydrants

1. Flow water until clear, **BEFORE** attaching meter to fire hydrant.
2. Fire hydrant must always be opened and closed gradually, **NEVER** fast.
3. When a fire hydrant is being used, it must be in the fully open position.
4. A valve must be used to control the volume flow of water as it leaves the meter. The valve should be in the closed position **BEFORE** opening the fire hydrant.
5. Only approved fire hydrant wrenches may be used to operate the fire hydrant.
6. When not in use, the fire hydrant must be left in the closed position with all nozzle caps in place. Hoses, meters and any other apparatus must **NEVER** be left on the fire hydrant when not in use.

7. Any apparent damage or malfunction of a fire hydrant must be reported immediately to the Distribution Water Quality and New Service Department at WaterOne.
8. Repairs made to a fire hydrant will be performed by WaterOne personnel **ONLY**.
9. In freezing weather the fire hydrant, meter and all issued materials must be protected.
10. WaterOne, Police and Fire Departments reserve the right to interrupt use of a fire hydrant at any time.
11. Applications for temporary water service will not be approved if, in the opinion of WaterOne, the purpose of the application can be accomplished through a permanent connection to the water system.

**Submit Meter Reading Information by:**

1. Submitting form by E-mail it to FHmeterccc@waterone.org or Click Submit by E-Mail.
2. Calling Distribution Water Quality and New Service Department at 913.895.1815.
3. Printing and Faxing form to Distribution Water Quality and New Service Department at 913.895.5607.
4. Calling Customer Service at 913.895.1800.
5. Printing and Faxing form to Customer Service at 913.895.1817.

**Print a Copy for your Records**

**\* TO BE SIGNED AT WATERONE'S OFFICE ONLY \***

**Please Sign Here to acknowledge and agree to the Fire Hydrant Conditions and Operation:** \_\_\_\_\_

**To be filled out by WaterOne Personnel ONLY**

| Materials                                 | Deposit Amounts      | Returned Condition              |                                |                          | Refund Amount                      |
|---|----------------------|---------------------------------|--------------------------------|--------------------------|------------------------------------|
|   |                      | Good                            | Damaged                        | Not Returned             |                                    |
| Meter                                     | <input type="text"/> | <input type="checkbox"/>        | <input type="checkbox"/>       | <input type="checkbox"/> | <input type="text"/>               |
| Fire Hydrant Wrench:                      | <input type="text"/> | <input type="checkbox"/>        | <input type="checkbox"/>       | <input type="checkbox"/> | <input type="text"/>               |
| Connecting Materials:                     | <input type="text"/> | <input type="checkbox"/>        | <input type="checkbox"/>       | <input type="checkbox"/> | <input type="text"/>               |
| Deposit Total:                            | <input type="text"/> |                                 |                                |                          | Refund Total: <input type="text"/> |
| Deposit paid By: <input type="text"/>     |                      | Rec'd By: <input type="text"/>  | Beginning Meter Reading: _____ |                          |                                    |
| Material Pick Up By: <input type="text"/> |                      | Issued By: <input type="text"/> | Final Meter Reading: _____     |                          |                                    |
|   |                      |                                 | Meter Return Date: _____       |                          |                                    |