



Hydrant Permit System for 2020

The hydrant permit system continues to be available for customers requiring access to bulk water. In addition to hydrants, the City of Calgary maintains several permanent bulk water fill stations throughout the city that can also be used for obtaining bulk water. The City of Calgary encourages customers to first use these bulk water fill stations wherever possible and use hydrants as a last resort. Applicants need to disclose if they intend to add chemicals to the water and provide the MSDS (subject to approval). If approved, chemicals will be listed in the agreement.

All interested hydrant users must apply and receive approval. In certain cases, you may be directed to use a bulk water station instead of a hydrant. To arrange for a hydrant permit call 268-4712 or 268-4416 to book an appointment. Please note that only registered companies can obtain a permit for a hydrant unit.

Hydrants are connected to Calgary’s drinking water system and protection of the water system is of paramount importance to The City of Calgary. Hydrant users play a role in ensuring a safe and reliable drinking water supply for all customers by following these requirements.

Hydrant use is subject to the following terms and conditions:

1. **All authorized hydrant users must use the appropriate Hydrant Control Unit (HCU) when withdrawing water from a hydrant**, both of which can be rented from Water Services by paying a deposit and non-refundable rental fee. Company Cheque or Letter of Credit are acceptable forms of payment.

Unit	Connection size	Damage Deposit	Monthly Rental Fee (non-refundable)	Hydrant Inspection Fee
Backflow/Meter Assembly (BMA) unit	50mm (2 inch) unit	\$5,000.00	\$175.00	\$383.52 per hydrant
Meter Assembly (MA) with an approved air gap. Requires a vehicle inspection (Page 2)	75 mm (3 inch) unit		\$100.00	

Units can be rented from January 1st to November 27th and must be returned by November 27, 2020. Late returns are subject to a late fee of \$25/day.

A limited number of HCUs are available to rent during the month of December and will be approved on a case by case basis. Most customers requiring bulk water during this time will be directed to use a bulk water station.

A deposit received by **cheque** is cashed upon receipt. Upon return and subsequent inspection of the unit, the applicable charges are calculated and either a refund or an invoice will be sent to the customer.

A **letter of credit** may be used as the damage deposit if it meets the following requirements:

- It is a revolving letter of credit
- It is cashable at a bank in Calgary and the address of the bank is stated
- Letter must be addressed to:
The City of Calgary Water Resources # 400
P.O. Box 2100, Station M
Calgary, AB T2P 2M5
- The letter of credit must specify that it is for the damage deposit for a hydrant connection unit and the withdrawal of water from hydrants.

Note: The customer is responsible for revising the letter of credit; if they wish to change the rental arrangements from year to year (either increase or reduce the number of units rented). The customer must provide 60 days' notice if they want the letter of credit returned. All outstanding charges must be paid prior to the letter of credit being returned.

2. Ensure the required inspections are completed:

a) Hydrant Inspections: Water Services cannot guarantee that all requested hydrants will be authorized for use. You will be notified of what hydrants you are authorized to use following the inspection of the hydrants. For bylaw enforcement and water services personnel, it is requested that the agreement receipt be kept in the vehicle at all times. An inspection is required on each hydrant that is used for \$383.52 per hydrant.

For a hydrant inspection please contact (403) 268-4304 once you have an agreement number. Phone is only answered Monday to Thursday. If no one answers, leave a message. (Contacting cell phones and sending e-mails will be rejected for an inspection).

Hydrant inspections will only be completed on availability to perform inspections. If you require immediate inspections, the company/user can pay \$736.00 (non-refundable) to have the inspection completed based on availability of operators.

Private hydrants require special permits and can take a month to produce and are not generally permitted for the HCU program.

If approval is granted by a developer, you can use their hydrants without an inspection fee.

b) Vehicle Inspection: If the Meter Assembly and air gap is chosen, the vehicle must be inspected to ensure the tank or vessel is fitted with an approved air gap between the end of the supply piping and the tank. The meter assembly unit and piping must be properly secured, and the discharge outlet must be fitted with a single check valve or a fitting that will not facilitate a connection to the hydrant hose (See Waterworks Standard Specifications Sheet 53). The vehicle(s) must be inspected before any water is withdrawn from a hydrant and the City of Calgary inspector will remove the seal. All trucks must have the current year of use on their vehicles.

Twenty-four (24) hours advance notice is required to schedule the inspection. Inspections are typically held at The Water Centre, Manchester Yards, 625 25 Ave S.E. and are available Monday to Friday from



9:00 am to 3:00 pm. Arrangements can be made to inspect a fleet of vehicles in a customer's yard or inspect a vehicle on a job-site. When the vehicle passes the inspection, a sticker will be adhered to the driver's windshield. Vehicles not inspected still require a new sticker each year. To book your inspection call **311** and request a bulk water vehicle inspection.

Failure to adhere to the terms and conditions of hydrant use program can result in a non-compliance penalty of \$2500.00 issued to the user and/or the contractor. Repeat offenders can be removed from the HCU program. Offences include, but are not limited to:

- Failure to call in for a hydrant inspection prior to using the HCU to draw water from a hydrant.
- Failure to have the current year on a truck.

3. Hydrant user shall pay to the City the following charges for water:

- (a) A service charge of **\$29.36** and
- (b) A consumption charge equivalent to the **2020** Bulk Water Rate of \$1.7316 – to be billed based on the metered consumption of each unit when it is returned.

Help Us Protect the Public Water System

Hydrants are connected to Calgary's drinking water system and protection of the water system is of paramount importance to The City of Calgary. Hydrant users play a role in ensuring a safe and reliable drinking water supply for all customers by following these requirements.

Report Suspected Illegal Hydrant Users

If you see a vehicle without the windshield sticker or an attached HCU unit taking water from a hydrant, record the date, time, location and vehicle license plate number and promptly call **311**.



Conditions of Using a Hydrant Connection Unit

*Failing to adhere to these conditions could result in charges for all damages and removal from the program.
(Each item to be initialed)*

No user will operate any main valve or hydrant valve. If any user is found operating the water system, the HCU contract will be revoked on all units. Bylaw enforcement may also occur.	
Hydrant users are expected to operate hydrants properly and with care. If the Company and affiliates do not know how to use a fire hydrant, training can be provided at a cost of \$376.00 (non-refundable)	
If the hydrant breaks during use, it must be reported to 311 immediately. The user will be charged for any parts to fix the hydrant.	
If operation of the hydrant causes damage to water infrastructure or impacts drinking water quality, the user will pay for all costs related to correcting the issue.	
If a user is flushing water from a hydrant into the storm system a Stormwater Drainage Permit must be obtained from the City of Calgary. Call 3-1-1 to obtain a Drainage Permit. (Permits will be issued with instruction on how to ensure water quality parameters are met. This will include de-chlorination for discharge of potable water. Sodium sulphite pucks can be used for this. Socks for the pucks can be bought at ESG Filtration and de-chlorination pucks through Clear-Tech or other similar companies)	
The BMA or MA cannot be modified. The Meter Shop can provide suggestions on how the equipment can be mounted. Call 268-1215 The seal may only be broken and removed by a City of Calgary Inspector. Offenders may be prosecuted under the City of Calgary Water Utility Bylaw.	
The vehicle must pass inspection before any water is withdrawn from a hydrant that is being used with the MA unit. The inspector will remove the seal from the unit after it passes inspection.	
The equipment must be protected from damage, unreasonable wear and tear, theft, or loss.	
If the equipment malfunctions or is damaged, it must be reported to Water Services immediately. The hose, gate valve hydrant wrench and gate valve lockout provided with the unit must be used.	
Replace the dust cap after the hose has been disconnected. It will stop any drafts that may cause the meter to advance.	
Water can only be withdrawn from the City's hydrants identified on the Agreement Receipt. Keep the rental agreement in the vehicle, so the location can be verified, if requested by a Bylaw Officer or Water Services Personnel.	
Do not leave the hose connected to the hydrant. You must leave the hydrant on and gate valve attached. Attach the lockout and the lock so no one can tamper with the valve. If the lockout is not found on a hydrant, the apparatus will be removed immediately, and the user will pay a replacement cost to	



Meters. An HCU agreement tag must be affixed to the hydrant gate valve. Leaving the hose in mud is not acceptable and if found, the unit will be removed.	
All attachments on hydrants must have the appropriate documentation affixed to the gate valve and hydrant when in use. Failure to comply with the tag out and appropriate documentation, will result in immediate removal of the gate valves, hoses and units.	
When the user has finished using the hydrant, they will call in for a final inspection.	
The Hydrant Connection Unit must be returned in a clean and reasonable condition along with all the equipment that was issued	

I have fully read the underlying document and fully understand the information contained in this document. My company, representatives, associates and I will adhere to this contract. I understand that failing to obey these conditions may result in fines and or revocation from this program. All units will be handed in by November 27, 2020.

Signed and acknowledged NAME (please print) _____

COMPANY NAME _____

Signature and Date: _____