



TEMPORARY WATER USE PERMIT APPLICATION

Applicant/Agent Name:	Hydrant/Standpipe location:
Company Name:	Company Address:
Company Phone:	Name of Contact Person:
Email:	Contact's Phone Number:
Date(s) of use From: _____ To: _____	
<p style="color: red;">In order to process this application, the Applicant/Agent must state why using the bulk water station is not feasible:</p> <p>_____</p> <p>_____</p>	
ALLOWABLE USE OF HYDRANT OR STANDPIPE: <ul style="list-style-type: none"> <input type="checkbox"/> Construction Road Compaction <input type="checkbox"/> Construction Dust Control <input type="checkbox"/> Construction Water Main Testing <input type="checkbox"/> Water Main Flushing <input type="checkbox"/> Road Sweeping <input type="checkbox"/> Annual private hydrant servicing, maintenance or flow testing <input type="checkbox"/> Other use as approved by the City _____ 	
<p>Upon approval of the TEMPORARY WATER USE PERMIT, the applicant will pay the following fees and charges as per the Fees and Charges Bylaw:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Damage/Security deposit of \$1,000 (refundable pending no damage to all related City infrastructure (21-4-4031102-000) <input type="checkbox"/> Application & Servicing Fee \$450 as per the Fees and Charges Bylaw (21-1-8121106-000) <input type="checkbox"/> Daily rental of BFA/WM unit as per the Fees and Charges Bylaw at \$50/day (21-1-8121106-000) x _____ days. Total: _____ 	
PLEASE RETURN COMPLETED APPLICATION TO THE PUBLIC WORKS - UTILITIES DEPARTMENT	
FOR OFFICE USE ONLY	
DATE RECEIVED:	RECEIVED BY:
SECURITY DEPOSIT REQUIRED	UTILITIES SIGN-OFF BY:
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
POST-USE INSPECTION REQUIRED	
<input type="checkbox"/> YES <input type="checkbox"/> NO	
Start Meter Read: _____	End Meter Read: _____
Orientation Date: _____	CWK Operator: _____ User: _____
Notes:	



TEMPORARY WATER USE Operational Policy

Purpose:

To allow for the City's consideration of temporary use of fire hydrants or standpipes, when the bulk water station is not feasible, outside of fire use protection, as per the City of West Kelowna's [Water Regulation Bylaw](#).

Policy:

1. Upon receipt of a Temporary Use Application and payment of the \$100 application fee, the City will consider temporary use for the following uses:
 - a. Construction: road compaction
 - b. Construction: dust control
 - c. Construction: watermain testing
 - d. Utility watermain flushing
 - e. Road sweeping
 - f. Annual private hydrant servicing, maintenance or flow testing
 - g. Other uses as approved by the City
2. Temporary Water Use Permits will not be issued for any slide gate fire hydrants
3. If approved by the City, a Temporary Water Use Permit will be issued and the following will apply:
 - a. Damage/security deposit (\$1000) as per the [Fees and Charges Bylaw](#).
 - i. This deposit will be refundable pending no damage to all related City infrastructure.
 - b. Servicing fee (\$350 when applicable) as per the [Fees and Charges Bylaw](#).
 - c. City provided Backflow assembly/water meter unit (BFA/WM unit)
 - i. Daily rental (\$50/day) of BFA/WM unit as per the [Fees and Charges Bylaw](#)
 - ii. Bulk water charge (\$1.53/m³) as per the [Fees and Charges Bylaw](#).

Special Notes:

- Resale of potable water is prohibited.
- The permit must be in the possession of the user when operating the hydrant.
- A gate valve shall be installed on the hydrant to control flow. The operating wheel shall be removed when leaving the hydrant unattended. Ball valves are not to be used for control.
- The connection shall be removed by the end of each working day, except by written permission.
- The hydrant must be fully open for use.
- The hydrant must be allowed to fully drain before replacing hydrant caps
- Only hydrant wrenches are to be used (no pipe wrenches). The City of West Kelowna reserves the right to restrict or terminate hydrant use.
- The applicant acknowledges that any damage to the hydrant, water meter cart and accessories, or the water main as a result of hydrant use will be repaired or replaced at the applicant's expense.
- Any connection to any fire hydrant without permitted approval will be subject to penalties authorized by the City of West Kelowna [Bylaw No. 274](#), Section 8 & Bylaw No. 0095, Schedule 9.

I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS:

Signature

Date