



Customer Service

4 County Complex Court, P O Box 2266, Woodbridge, VA 22195-2266 * Phone (703) 335-7950 * Fax (703) 335-8949 * Email: Hydrant@pwcsa.org

Hydrant Meter Permit

Date: _____

Business Issued to: _____

Business Contact or Representative: _____

Billing Address: _____ **Business Phone:** _____

_____ **Fax:** _____

_____ **Email:** _____

Virginia Business License No.: (Please Attach Copy): _____

Federal Tax ID No.: _____

Location of Hydrant to Be Used: _____

Specific Purpose of Use: _____

Permit holder has read and agrees to the Hydrant Meter Policy and all terms and conditions of the permit. Violation of the Policy or any specified or implied condition constitutes grounds for immediate revocation of the permit and equipment. The permit holder agrees to relinquish the meter to Prince William County Service Authority (the Authority) at anytime.

Customer's Signature

Date

Customer Service Supervisor, PWCSA

Date

To be completed by PWCSA Customer Service – Do not write under this line

Permit No. _____

Account No. _____

Deposit Received: _____

Meter No. Issued: _____

Wrench Issued: Yes _____ **No** _____

Reading on Meter Issued: _____

TERMS AND CONDITIONS

CUSTOMER AGREES TO THE HYDRANT METER POLICY, AS WELL AS THE FOLLOWING TERMS AND CONDITIONS. VIOLATION OF THE POLICY OR ANY SPECIFIED OR IMPLIED CONDITION IS GROUNDS FOR IMMEDIATE REVOCATION OF THE PERMIT AND EQUIPMENT, AS WELL AS FORFEITURE OF ANY DEPOSIT. POSSESSION OF A METER OR CONTINUED USAGE AFTER A PERMIT IS REVOKED IS CONSIDERED THEFT AND IS PROHIBITED BY LAW (CLASS 2 MISDEMEANOR UNDER SECTION 18.2 – 162.1 OF THE CODE OF VIRGINIA).

General

- **A copy of this permit must be available for inspection at the job site.**
- Users of fire hydrants and hydrant meters are responsible for any damage to the fire hydrant, the hydrant meter, and the adjacent areas resulting from unauthorized/improper use.

Purpose of Use

- Hydrant meters are to be used for temporary access to water where a permanent source is not available.
- Hydrant meters are not to be used to supply an irrigation system or to directly fill swimming pools.
- Water obtained from a hydrant is considered non potable (not suitable for drinking) and shall not be used for such purposes.
- **Hydrant water use is to be utilized solely as specified under the Purpose of Use section** on this application form and shall not be used in a wasteful manner. The Authority may issue a temporary permit based on purpose of use.

Operating Instructions

- Hydrant to meter connections must be made in accordance with the operating instructions listed within the Hydrant Meter Permit Policy. Only Authority issued meters may be used.
- Meters should not be left unattended or attached to a fire hydrant when not in use.
- **Meters are not to be altered in any way. Tampering with a meter device or diverting service through an unauthorized connection is prohibited under Virginia law.**
- Lost or stolen meters, as well as any damage to a fire hydrant or equipment, must be reported immediately to the Authority.
- Permit Holder is responsible for ensuring that water usage is registering on the hydrant meter; meters that are not registering should be returned to PWCSA immediately for inspection.
- Failure to comply with operating instructions may result in confiscation of the meter, penalties, deposit forfeiture, and/or revocation of the permit. Evidence of meter tampering or unauthorized use may also result in legal action.

Inspections

- **Meters must be brought to the PWCSA Business Office (4 County Complex Court, Woodbridge, VA 22192) for inspection at least once per year.** The Authority may request additional meter inspections throughout the year as-needed. Inspections may occur in conjunction with scheduled read dates (see below). Notification of additional inspection dates shall be mailed to the permit holder.
- An inspection tag with the calendar year shall be secured to each meter and must not be removed from the meter or tampered with. Removal of this tag equates to meter tampering.
- Failure to comply with inspection requests may result in immediate confiscation of the meter, forfeiture of the deposit, and/or revocation of the permit. The meter must be surrendered to the Authority within one week of the scheduled inspection date. In order to retain possession of the meter:
 - An inspection must be conducted at the Authority's convenience.
 - A new deposit must be paid.
 - All account balances and miscellaneous fees must be paid prior to the reissuance of the existing meter or issuance of a new meter.

Monthly Readings

- **Readings must be submitted each month whether the meter is or is not used. On-site readings are required at least once during each year, as requested by the Authority.** The permit holder may also physically bring the meter in throughout the year for Authority staff to read *by appointment only*.
- **Meter readings** must be reported during the last week of each month and **are due by the last day of each month.** Monthly readings must be submitted by fax to (703) 335-8949, by email to hydrant@pwcsa.org or by calling our hydrant meter reading reporting system at (703) 396-6451 with stationary (fixed) digits (one for small meters and two for large meters) to avoid confusion.

- Failure to report monthly readings on time or not at all shall result in penalty assessment for each unreported read/billing period. Failure to report reads consecutively shall result in deposit forfeiture and permit revocation.

Account Status

Delinquent account status may result in deposit forfeiture and permit revocation. The permit holder is required to surrender the meter to the Customer Service Department immediately upon notification of a revoked permit. Authority personnel shall confiscate meters from those whose accounts are not paid.

HYDRANT METER PERMIT SCHEDULE OF FEES

Current rates are disclosed in a published rates and fees booklet available through the Customer Service Department as well as online at www.pwcsa.org. Rates and fees are subject to change.

METER DEPOSITS:

A deposit is required at the time of permit issuance and pick-up. Checks, cash or money orders are accepted. Deposit refunds shall be processed within 30 days of return of the meter(s).

\$1,720.00 – Large 3” meter for use with a fire hose (user must provide own adapter and hose).

\$400.00 – Small 3/4” meter for use with garden hose.

Hydrant wrenches are available with the issue of the meter at no cost. A \$25.00 Replacement Fee shall be charged if the hydrant wrench is not returned with the meter.

MONTHLY RATES:

Hydrant meter accounts are billed a minimum of 5,000 gallons per month.

Effective Jan 1, 2015, hydrant water rates are \$6.95 per thousand gallons.

Monthly readings must be submitted by fax to **(703) 335-8949**, by email to hydrant@pwcsa.org or by calling our hydrant meter reading reporting system at **(703) 396-6451**. See pages 6 and 7. Readings need to be submitted with stationary (fixed) digits (one for small meters and two for large) to avoid confusion. Readings must be reported during the last week of each month and are due by the last day of each month. Failure to report monthly readings shall result in penalty assessment for each unreported read/billing period.

MISCELLANEOUS CHARGES:

\$ 25.00 – Permit Fee

\$100.00 – Penalty per occurrence for failure to report monthly readings.

\$250.00 – Unauthorized use charge assessed to any person or permit holder found hooked up to a fire hydrant without a valid hydrant meter permit or metering device.

10% – Late Payment Charge will be assessed if payment is not received by the due date.

REVOCATION OF PERMIT:

This permit may be revoked without notice for failure to comply with any of the terms, conditions, and instructions included on this permit or under emergency circumstances as determined by the Authority. The Authority reserves the right to not reissue a permit to any permittee that has violated any clause in the hydrant meter policy or any of the terms and conditions of the permit. Meters must be immediately surrendered to the Customer Service Department at Authority Headquarters.

Customer Service office hours are Monday through Friday 8:00am to 5:00pm.

EMERGENCY RESTRICTIONS:

In order to protect the water supply in times of emergency, permits shall be temporarily suspended when the County Administrator declares a Drought Warning or Emergency or when the Authority's General Manager declares a heightened alert. Such communications are effective upon public notice and/or direct mailing. The Authority reserves the right to suspend or revoke permits at any time. No water withdrawals from hydrants are permitted during these times, except by the Fire Department for fire suppression. Continued usage is prohibited by law (*Class 2 Misdemeanor under Section 18.2 – 162.1 of the Code of Virginia*).

DESIGNATED FIRE HYDRANTS

PWCSA must ensure the water system has a reliable flow for fire suppression while it also protects the community's water supply and access to that supply. Specific hydrants have been selected to minimize the effects large withdrawals can have on the system, neighborhood disruption, and safety hazards that fill-ups can cause.

Designated hydrants are the only allowable hydrants under your permit. Use of any other hydrant is in violation of this permit and will result in immediate forfeiture of your deposit and permit revocation. Designated hydrants are identified by the Operations and Maintenance (O&M) Division and are reviewed and updated on an as-needed basis. Additional locations may be permitted upon request to O&M following an evaluation of the impact on the system. Updates may be obtained online or requested from the Customer Service Department.

The list of Designated Fire Hydrants can be found at the Prince William County Service Authority website:

http://www.pwcsa.org/images/documents/Designated_Hydrants_092513.pdf

- Hydrant meters located in subdivisions under construction may be used for on-site ongoing construction purposes. These hydrants will not be reflected in list above, but are approved for use.
- Hydrant meters on construction sites may be used for truck wash racks in order to meet State Erosion Control Requirements. These hydrants will not be reflected on the list above, but are approved for use.

HYDRANT METER READING (FAX)

TO: PWCSA

ATTENTION: Customer Service
Hydrant Meter Billing

FAX NUMBER: (703) 335-8949

DATE: _____

FROM:

Company Name: _____

Submitted By: _____

Phone: _____

REGARDING:

Account No.: _____

Permit No.: _____

Meter No.: _____

Current Meter Reading*: _____

*** ENTER/WRITE ALL NUMBERS, INCLUDING ALL STATIONARY ZEROES.**

HYDRANT METER READING (Telephone)

Automated Hydrant Meter Reading System

You may now report your hydrant meter reading by using your telephone. Please follow the steps below to report your hydrant meter reading:

1. Access the hydrant reading system by dialing 703-396-6451:
 - Hydrant meter readings may only be submitted starting on the 24th day of each month through the last day of the month.
2. When prompted, enter your 7-digit Hydrant Meter Account number.
3. Next, enter your 8-digit Hydrant Meter Number
4. Select the menu option for the size of your meter:
 - Press 1 for large hydrant meters (Large meters have “H” at the end of the Hydrant Meter Number)
OR
 - Press 2 for small hydrant or developmental meters (small meters have “h” and developmental meters have “d” at the end of the Hydrant Meter Number)
5. Lastly, enter the first 6 digits of your hydrant meter reading (including any zeros at the beginning).

Small & Development

0	0	1	2	3	4	0
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Large

0	0	1	2	3	4	00
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6. At the end of your transaction, you will hear “Your hydrant meter reading has been accepted” and your reading will be posted to our billing system immediately. Bills are generated on or about the 20th day of the following month.