



IVGID PUBLIC WORKS · 1220 SWEETWATER ROAD · INCLINE VILLAGE NV 89451
 PH: (775) 832-1203 · FAX: (775) 832-1260 · EMAIL: PW@IVGID.ORG · WWW.IVGIDPUBLICWORKS.ORG

TEMPORARY SERVICE PERMIT

Company Name _____

Company Bill to Address _____

Company Phone Number _____

Address of work site* _____

Hydrant location(s)* _____

*** Meter may only be used at above location(s).**

Estimated job completion date _____

Meters must be returned by November 1st annually for repairs and recalibration.

Make of meter _____

Serial number _____

Starting read _____

Date meter out _____

Closing read _____

Date meter in _____

Total Usage _____

Total Time _____

Estimated Cost of Service

Charges due upon return of meter:**

3/4" = \$15.00/mo. plus water use billed at rate in Ord. 4 – Exhibit C

1" = \$20.00/mo. plus water use billed at rate in Ord. 4 – Exhibit C

Hydrant = \$40.00/mo. plus water use billed at rate in Ord. 4 – Exhibit C

Deposit requirement:

3/4"=\$100 Ck# _____

1"=\$100 Ck# _____

Hydrant=\$1,000 Ck# _____

**** Upon return of meter a final invoice will mailed to Company Bill to Address above and is due upon receipt.**

_____ Initial here to indicate you have read and accept the Operating Procedure for Hydrant Meter Rentals.

I have read and understand the above and will comply with the IVGID Public Works requirements.

Customer Signature _____ Date _____

Hydrant Meter Returned with (If parts missing see Pipeline for charges):

_____ Gate Valve

_____ 2" Thread Male

_____ No Broken Glass

Meter Inspected: Initials _____ Date inspected _____

Deposit Check Returned to Customer:

Customer Signature _____ Date _____



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Standard Operating Procedure for Hydrant Meter Rentals

1. Remove 2 1/2" nozzle cap on hydrant and install fire hydrant meter.
2. Tighten pumper cap and the second 2 1/2" nozzles caps on hydrant.
3. Turn off meter valve on downstream side of meter.
4. Turn fire hydrant completely open using a fire hydrant wrench only,
"NO PLIERS OR PIPE WRENCHES"
5. Turn on hydrant meter valve and flush out all air then turn valve off.
6. Check all fittings for leakage and tighten as needed to stop leak.
7. Operate water flow through meter with meter valve only not the hydrant stem.
8. Turn meter on slowly and slower when shutting it down to prevent water hammers in the system that you could be responsible for if damage occurs.
9. At the end of each day you need to turn off the hydrant, remove the hydrant meter and store in a safe place.
10. Check the hydrant meter screen each day for obstructions and clear if needed.
11. All district supplied fittings are to remain on the hydrant meter. If you need to modify fittings for your hose type or size it must be connected to existing fittings

REPORT ANY DAMAGE OR FAILURE OF METER IMMEDIATELY TO IVGID.