



Account # \_\_\_\_\_

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 & Email \_\_\_\_\_

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 1<sup>st</sup> 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" = \$55.00/mo. plus water use billed at rate in Schedule of Service Charges

1" = \$55.00/mo. plus water use billed at rate in Schedule of Service Charges

Hydrant = \$55.00/mo. plus water use billed at rate in Schedule of Service Charges

##### Deposit :

\$200 Ck# \_\_\_\_\_

\$300 Ck# \_\_\_\_\_

\$2,000 Ck# \_\_\_\_\_

**\*\* After returning the meter, any remaining deposit will be refunded to your company's address by mail after deducting charges. Any outstanding balance is due upon receipt of the invoice.**

\_\_\_\_\_ **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.**

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

\_\_\_\_\_ Gate Valve

\_\_\_\_\_ 2" Thread Male

\_\_\_\_\_ No Broken Glass

Meter Inspected: Initials \_\_\_\_\_ Date inspected \_\_\_\_\_

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. Any fire hydrant meter being returned does not pass inspection due to damage, missing parts, etc, the deposit fee will not be refunded. The hydrant meter must be returned within 1 month of project substantial completion or the deposit may be forfeited.

Customer Signature \_\_\_\_\_ Date: \_\_\_\_\_

**REPORT ANY DAMAGE OR FAILURE OF METER IMMEDIATELY TO IVGID.**