



## Fire Hydrant Meter Application and Fact Sheet

Thank you for your inquiry regarding the use of a fire hydrant meter for temporary water use. The purpose of this document is to provide you with information about the process for obtaining, using, and returning hydrant meters to KC Water and also to obtain information about the account holder on the hydrant meter account.

Anyone requesting the use of a hydrant meter must first apply for a Fire Hydrant Permit through the Fire Marshal's Office located at 635 Woodland Ave, Suite 2103 Kansas City, Missouri 64106. A non-refundable deposit is required to obtain a hydrant meter permit. Additional information can be obtained by dialing (816) 513-4645 or faxing (816) 513-4689. The Fire Marshall's office will issue a Fire Hydrant permit via fax or smart phone; permits can also be obtained in person.

The permit must be presented to the customer services desk at KC Water 4800 E 63rd St. Kansas City, Missouri 64130. Without this permit the deposit and application for a Fire Hydrant Meter will be declined.

There is a time limit of one year for the use of fire hydrant meters. Projects or activities exceeding this time frame require reapplication prior to the end of the year. Failure to renew the application for continued use of the hydrant meter will result in the hydrant meter being removed by KCW.

As part of the hydrant meter application process, account holders must provide and maintain reliable contact information on file with KC Water at all times during the life of the account. Contact information can be updated by calling KC Water at (816) 513-1313 Monday through Friday between 8am and 5pm.

A minimum of 48 hours' notice (excluding weekends and holidays) is required for installation or removal of fire hydrant meters. All requests for installation or removal must be made to the KC Water Contact Center at (816) 513-1313 Monday through Friday between 8am and 5pm.

Fire Hydrant Meter sets and relocations are not guaranteed due to the condition of the Fire Hydrant or location. If a Fire Hydrant is deemed inoperable or the location is unsafe, an alternate location will be provided. Once set, hydrant meters are not to be removed or relocated by the contractor. Only KC Water personnel are authorized to remove or relocate a hydrant meter.

If the City of Kansas City discovers or determines that you are in violation of any portion of the Hydrant Meter Guidelines or associated policies, KC Water will remove the equipment. A \$75.00 fee, usage, and monthly service fees will be calculated and applied against the deposit. Future Hydrant Meter applications may be subject to denial.

KC Water requires payment of a \$2,200 deposit prior to the installation of the meter. Monthly service fees will be billed as outlined in **Section 78-6** of the **Kansas City Code of General Ordinances**. Water usage will be billed at a minimum of \$5.00 per day or as outlined in **Section 78-6** of the **Kansas City Code of General Ordinances**, whichever is greater. A \$75.00 fee and usage will be billed when the project is complete and applied against the deposit.



Hydrant meters are intended to provide temporary access to water for construction and community activities up to one year. KC Water expects hydrant meters to be used properly and returned in good working order. As such, hydrant meter customers are expected to:

- Safeguard the meter against theft, vandalism and other damage. The Contractor is also required to protect the Fire Hydrant Meter from freezing in inclement weather.
- Secure the hydrant meter to the base of the fire hydrant with a heavy chain and lock. Removing the hydrant meter overnight as a means of theft prevention or safe keeping is not allowed.
- Never run a supply hose across any City street, intersection or pedestrian walkway.
- Refrain from operating the Fire Hydrant stem valve. The controlling valve on the Fire Hydrant Meter is provided for water flow operation. Any damage to the hydrant requiring repair will be charged to the account holder.
- Never remove or relocate the Fire Hydrant Meter from the original set location. If the hydrant meter needs to be relocated, the account holder is required to go through the permitting and application process to ensure the Fire Department has current data.
- Do not modify the original configuration or repair the Fire Hydrant Meter.
- Pay all charges in a timely manner.
- Call the KC Water Contact Center (816-513-1313) when they no longer have use for the meter. Upon removal, KC Water will inspect the hydrant meter and components for damage.
- Pay charges for any repairs or replacement as shown in the final billing and agree that any outstanding charges will be deducted from the deposit.

**PLEASE NOTE:** Failure to abide by any of the above listed responsibilities will result in forfeiture of the deposit.

\_\_\_\_\_  
Authorized Representative (Printed Name)

\_\_\_\_\_  
Meter Set Date (minimum 2 business days)

\_\_\_\_\_  
Authorized Representative (Signature)

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Contact Name (for all issues related to account)

\_\_\_\_\_  
Contact Number

Hydrant Meter Location \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_

DEPOSIT AMOUNT \_\_\_\_\_

CUSTOMER NAME \_\_\_\_\_

HYDRANT METER LOCATION \_\_\_\_\_