Temporary hydrant permit application to take water from a fire hydrant

Under the Backflow Prevention By-law 10-2017 and the Drinking Water By-law 6-2017 (as such by-laws may be amended from time to time).

"Peel Region" means the Regional Municipality of Peel or its designated representative. "The Applicant" refers to the person who is applying or applying on behalf of an organization.

This application will not be processed unless it is completed in full and all required supporting documentation has been submitted.

Section 1 - Permit duration

Hydrant permits are valid between April 1 and October 1 depending on weather conditions.

An applicant can ask to extend a hydrant permit. Additional conditions apply. For details refer to Section 10 - Permit extension.

Section 2 – Applicant information

Applicant's name: _____

Street address: _____ **Unit or suite:** _____

City: _____ **Province:** **Postal code:** _____

Telephone number (or numbers)**:** _____

Legal registered name of business (if applicable)**:** _____

Partnership: ☐ Yes ☐ No **If yes, list all partners:** _____

Site contact's name: _____ **Site contact's phone number:** _____

Site contact's e-mail address: _____

Business phone number: _____ **Business e-mail address:** _____

Have you had a Peel Region Hydrant Permit before?: ☐ Yes ☐ No

If yes, list the year or years you held the permit: _____

Section 3 – Requested installation location

Municipality: ☐ Brampton ☐ Mississauga ☐ Caledon

Hydrant location (address or nearest intersection): _____

Work area (address or the nearest intersection where the work will happen):

_____

Purpose of water usage (be specific): _____

Permit termination date: _____

If you do not provide a date, the permit will end on October 1.

Section 4 – Peel Region capital projects

Is this permit for a Peel Region capital project: ☐ Yes ☐ No

If yes, provide the following information:

Peel Region capital project number: _____

Peel Region capital project manager: _____

Water consumption to be billed to: ☐ Capital project ☐ Contractor

Section 5 – Watermain commissioning projects

Is this permit for a watermain commissioning? ☐ Yes ☐ No

If yes, provide the following information:

Peel Region project or connection number: _____

Peel Region inspector's full name: _____

Section 6 – Insurance and indemnification

The Applicant must protect Peel Region from any claims, damages, or losses that happen because of the Applicant's negligence or the negligence of anyone the Applicant is legally responsible for.

While this contract is in effect, the Applicant must keep the required insurance active at their expense coverage.

This insurance must include general liability for:

- Bodily injury and death.
- Contractual liability.
- Employer liability.
- Owners' and contractors' protecting.
- Personal injury.
- Products and completed work.
- Property damage including loss of use.
- Sudden and accidental pollution.
- Use of vehicles not owned by the Applicant.

This coverage must apply to all the work completed by the Applicant and anyone they are responsible for.

All policies must:

1. Provide at least $2,000,000 coverage per incident, and
2. List Peel Region as an additional insured.

The Applicant is also responsible for paying any costs within their deductible or self insured amount.

Before any work begins, the Applicant shall provide a completed Certificate of Insurance along with this form to prove that the Applicant meets all the insurance requirements.

Section 7 – Installation of backflow-meter assembly

Permit review and installation

Before this permit is issued, the Applicant may need to attend a meeting to review all conditions of the permit.

The Applicant will receive contact details information for the appropriate Public Works yard to book a site meeting with Peel Region staff.

Peel Region staff will install the backflow-meter assembly, turn on the hydrant, and explain how to use it.

If the Applicant is installing their own backflow and meter equipment, the backflow device must be tested on-site by a qualified person. Testing must be in keeping with Peel Region's Backflow Prevention By-law 10-2017.

The completed test report must be emailed to the Environmental Control Backflow Prevention department at hydrantpermitsec@peelregion.ca within 2 days of the test.

The temporary hydrant permit must be shown to Peel Region staff before installation. A copy of the permit must be kept in every vehicle that will be using the water.

Inspections and permit enforcement

Once installed, the backflow-meter assembly may be inspected at any time.

If there is any sign that the equipment has been tampered with, moved, or broken, the permit may be suspended or cancelled immediately. The backflow-meter assembly may also be removed by Peel Region staff.

Section 7B – Moving of backflow-meter assembly

Any request to move the backflow-meter assembly must be made to Peel Region's Backflow Prevention Department.

The backflow-meter assembly must not be moved without permission. If it is moved without approval, the permit will be being suspended or cancelled immediately.

There is a fee to move the backflow-meter assembly. This cost will be added as a fee to the final invoice. Refer to Backflow prevention and cross connection surveys for fee amounts.

If the Applicant asks to move a privately owned backflow-meter assembly, the backflow device must be tested at the new location. This test must be done by a qualified person in keeping with Peel Region's Backflow Prevention By-law 10-2017.

The completed test report must be emailed to the Environmental Control Backflow Prevention department at hydrantpermitsec@peelregion.ca within 2 days of the test.

Requests to move a backflow-meter assembly will not be approved if the move crosses city boundaries or is serviced by a different Public Works yard, such as moving from Mississauga to Brampton. In these cases, a new permit application must be submitted.

Section 8 – Removal of backflow-meter assembly

Peel Region staff will remove the backflow-meter when the permit expires.

If the Applicant no longer needs the permit before it ends, they must contact Peel Region's Backflow Prevention Department within the Environmental Control Section to arrange for removal.

If the Applicant does not request removal, they will be charged for the full permit period.

Contact information

Peel Region - Environmental Control
c/o Backflow Prevention Department
3515 Wolfedale Road
Mississauga, ON
L5C 1V8

Phone number: 905-791-7800 ext. 3101

E-mail: hydrantpermitsec@peelregion.ca

Section 9 – Temporary permits for watermain commissioning projects

For watermain commissioning projects, the permit holder must supply a private backflow-meter assembly.

Before any work begins, the backflow device must be tested on site by a qualified person in keeping with Peel Region's Backflow Prevention By-law 10-2017. A Peel Region test report must be provided to Peel Region within 2 business days.

Permit holders must contact their assigned Peel Region Inspector to schedule their installation with Peel Region Operations staff.

Section 10 – Permit extension

The applicant may ask for a permit extension by contacting Peel Region's Backflow Department **at least 7 days before the permit expires**.

If the permit extension is approved, the Applicant must provide an appropriate insulated box that protects the hydrant and all associated equipment (meter, backflow preventer, and control valves) from freezing.

A safe heat source must also be provided to ensure keep the equipment from freezing and to prevent any fire risk.

The Applicant is fully responsible for the insulated box. This includes maintenance, repairs, and replacement. It also includes costs incurred by damages resulting from the fire hydrant being used by firefighters or by a third party.

If an insulated box or heat source is not in place by October 15, the extension will be cancelled.

Extension limits

Permit extensions will not be approved beyond December 1.

If the Applicant needs to keep using a temporary hydrant after December 1, they must apply for a new temporary hydrant permit. These requests will be assessed on a case-by-case basis.

Section 11 – Deposit

A deposit of $5000 must be paid to Peel Region for each temporary hydrant permit.

The deposit covers the cost to replace equipment and the labour needed to install and remove the equipment.

The deposit can be paid by credit card using VISA or Mastercard. The deposit will only be processed after the permit is approved.

Section 12 – Fees

Fees and charges

Refer to the Backflow prevention and cross connection surveys webpage for fee amounts.

The application fee must be paid when you submit your application. This fee is non-refundable.

The following fees will be taken from the permit holder's deposit:

- Backflow device rental
- Water meter rental
- Quarterly service delivery charge based on the water meter size
- Water consumption charges based on the measured volume of water used and the current water rate (metered volume (m3) x water rate ($/m3))

Water use charges are calculated when the permit ends and a final meter reading has been taken.

For current rates and charges, visit water rates and quarterly service delivery charges.

If meter readings cannot be verified for any reason, such as damage, loss, or theft, water use will be charged using an estimated daily rate.

If any of the equipment is damaged, lost, or stolen, the permit holder must pay the full cost of repair or replacement.

If the total fees are more than the deposit amount, the permit holder must pay the remaining balance.

All fees are subject to change.

Section 13 – General conditions

1. Water from a fire hydrant must not be used for potable purposes, such as drinking or food preparation.
2. Bulk water taken from Peel Region assets must only be used within Peel. Water must not be transported outside Peel's geographical boundaries.
3. Water taken under a temporary hydrant permit may only be used for purposes approved by Peel Region.
4. Temporary hydrant permits are not for use at private facilities.
5. A temporary hydrant permit will not be issued if an applicant has an outstanding account balance with Peel Region.
6. Only Peel Region staff and fire department personnel are authorized to operate a fire hydrant.
7. Only Peel Region staff may install or remove a backflow-meter assembly and appurtenances.
8. Water flow through the meter must be controlled using the gate valve supplied with the meter.
9. All temporary hydrant permits are for fixed locations. Floater permits are not permitted.
10. All backflow-meter assemblies must include a reduced pressure principle (RP) backflow prevention device. This device must be tested and certified each year by a qualified person in keeping with Peel Region's Backflow Prevention By-law 10-2017, as updated.
11. If an applicant provides their own water meter, it must be calibrated and certified before its use for the permit. The calibration certificate must be included with the application. The applicant must also provide a secondary gate valve.
12. An applicant supplied reduced pressure principle (RP) backflow prevention device must be tested and passed at the time of installation and the test report must be submitted to the Backflow Prevention Department within 2 business days. Failure to provide the test report will result in the permit being revoked. Any necessary testing during the permit is the responsibility of the applicant and the test report must be submitted to the Backflow Prevention Department within 2 days of the test being requested.
13. All hoses and fittings must be supplied by the applicant.
14. During operation of the backflow-meter assembly the applicant must not connect any equipment, hoses, connectors, fittings, tanks or storage containers that have or may have ever been exposed to pesticides or hazardous chemicals.
15. Large connections such as a fire hose will only be made from hydrants on watermains 200mm (8 inches) in diameter and larger.
16. No temporary hydrant permits are to be provided on unlined iron watermains.
17. Upon issuance of this permit a copy must be kept with each vehicle that takes water from the approved hydrant. The permit must be made available for presentation upon request by Peel Region staff. Random inspections will take place and if there are any vehicles without an approved permit, they will be required to disconnect from the hydrant, the device will be removed, and the permit cancelled.
18. Where a change occurs in the information required in this application, the applicant named herein must submit to Peel Region, the new information within 30 days of the change. Failure to do so will result in a violation of the permit and water taking privileges will be suspended or terminated.
19. It is the responsibility of the applicant to properly secure the backflow-meter assembly and appurtenances to protect them from theft or damage. The applicant must notify Peel Region immediately of any theft, loss or damage. The applicant will be charged for any damaged, lost or stolen equipment.
20. Taking water from a hydrant must be in compliance with Peel Region's Backflow Prevention By- law 10-2017 as amended from time to time. Contravention of any provisions of By-law 10- 2017 will be subject to the penalties set out in sections 33 to 37 of By-law 10-2017.

21. The applicant must adhere to all conditions set out in this permit. Contravention of any conditions set out in this permit will result in the applicant's permit being suspended for:
    a. First Violation - suspension of water taking privileges for 30 consecutive days, permit held open;
    b. Second Violation - suspension of water taking privileges for 365 consecutive days, permit canceled immediately;
    c. Third Violation – termination of water taking privileges. No reapplication for water taking privileges will be accepted.
22. Privilege of taking water will be terminated forthwith by Peel Region at any time, if in the opinion of the Commissioner of Public Works, without limiting any provision of the Municipal Act, Peel Region may shut off the supply of Drinking Water to Land if the Commissioner believes, on reasonable and probable grounds that By-law 6-2017 and or By-law-10-2017 have been contravened at or in respect of the Land.
23. This permit when issued shall not be assigned or transferred by the applicant without the written consent of Peel Region.
24. If any condition hereof is prohibited or unenforceable, such provision shall be deemed severable and shall not invalidate or render unenforceable the remainder of the conditions in this application.
25. Termination date refers to the end of the permit date. If no termination date is listed, the removal of the permit will take place on October 1st.
26. Any falsified information will result in the temporary hydrant permit being deemed null and void.

The information contained in the application to the best of my knowledge and belief is true, complete and accurate. I have read and understood the conditions in this application and agree to abide by them.

Name of person submitting application: _____

Signature: _____ **Title:** _____

Date (YYYY-MM-DD): _____