



Check List for Obtaining

Temporary Potable Hydrant Connection Permit

Z:\Distribution\Water Specialist~Lab\Check List Hydrant Permit 2018.doc

The Temporary Potable Hydrant Connection Permit is a specialized permit issued by South Adams County Water and Sanitation District (District) that may be used only under specific circumstances. Refer to the District’s Temporary Potable Hydrant Connection Permit Policies and Procedures document for additional detail on fees and deposits.

STEP 1 – Apply for Temporary Potable Hydrant Connection Permit in person at the District’s Billing Department which is located at 6595 East 70th Avenue. Feel free to call before hand with questions:

Billing Specialist 303-286-2646
 Water Specialist~Lab 720-273-1407
 Water Quality Supervisor 720-206-0563

STEP 2 – Pay all permit fees and deposits after completing the permit application at the Billing Department. At that time the permit will be issued and the Billing Department will notify the Water Specialist~Lab that the permit(s) has been issued.

Equipment Deposit	Equipment Permit Fee	Installation and Testing Fee	Total Due at Application Time	Water Usage Charge Due After Event
\$600.00 ~1” meter refunded (3” set up \$2,000)	+ \$500 (Example: for 4 hydrants)	+ \$100	= \$1,200 <u>X hydrants</u> \$4,800	\$13.37 per 1,000 gallons (or current hydrant rate)

STEP 3 – The Water Specialist~Lab will contact you to arrange a date and time with you to install the meters. This date needs to be well in advance of the actual days the meters are planned to be in use to allow time for super chlorination and testing.

STEP 4 – On the agreed date District staff will super chlorinate the hydrants to be used. Chlorine is added to the hydrant and 24 hours of contact time is required before this water will be flushed from the hydrant.

STEP 5 – After the 24 hours contact time District staff will install the meter and backflow device. The hydrant will be flushed until normal distribution chlorine residuals are observed.

STEP 6 – The meter and backflow device are now ready for the event staff or contractors of the event to install the temporary plumbing system which must meet City of Commerce City or Adams County (depending on the event location) plumbing requirements.

STEP 7 – After the temporary plumbing system has been installed and inspected by the City of Commerce City or Adams County, the entire event plumbing system must be super chlorinated, allowed to contact for 24 hours and then flushed until the free-chlorine residuals are below 3.0 ppm. District staff are available to assist with monitoring the chlorine residuals.

Take the time to do the super chlorination correctly. If the temporary plumbing system is found to have bacteria and/or dirt, valuable time will be lost repeating the process (chlorination/flushing/testing).

STEP 8 – A representative sample will be taken for Total-Coliforms from each temporary plumbing system.

Call either the Water Quality Supervisor at 720-206-0563 or the Water Specialist~Lab at 720-273-1407 to arrange a date and time to collect these samples. Preferably these are to be collected on the same day as the flushing.

Be sure to give at least 24 hours notice so Lab scheduling changes can be made.

STEP 9 – Once the temporary plumbing system has passed all testing, the system can then be put into full use.

STEP 10 – District staff will check chlorine levels throughout the event and verify that the meters and backflow devices are in place.

STEP 11 – DURING the EVENT: If problems come up during the event, call the Water Specialist~Lab 720-273-1407 during normal business hours of 7:00 – 5:00. After hours or on the weekend call 303-288-2646 and the after-hours service will direct your need to Distribution On Call staff.

STEP 12 – POST EVENT: After all water use for the event is completed, contact:

Water Specialist~Lab at 720-273-1407

to arrange a date and time for the meter(s) and backflow device(s) to be removed. District staff will inspect the meter(s) and backflow device(s) for any damage and report the meter reading to the Billing Department. If the meter(s) and backflow device(s) are in good working order, a check will be issued for the full amount of the deposit for each permit less the water usage charge (\$13.37 per 1,000 gallons or the current hydrant rate).

Revision Date
7/23/2019