

# WATER DISTRIBUTION

## Hydrant Permit Application Form



Company Name: \_\_\_\_\_

Company Phone: \_\_\_\_\_

Company Address: \_\_\_\_\_

Accounts Payable Contact Name: \_\_\_\_\_

Accounts Payable Phone: \_\_\_\_\_ Accounts Payable Email: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### PROJECT INFORMATION

Job Site Address: \_\_\_\_\_

**Y N**

City Owned Hydrant?

If not city owned, owner's permission is required, along with this application, on our "Private Hydrant Owner Authorization Form". You can download a copy of this form at [roseville.ca.us/hydrantpermit](http://roseville.ca.us/hydrantpermit).

Preferred Location of Hydrant On Job Site: \_\_\_\_\_

OnSite Contact Person's Name: \_\_\_\_\_

*(Required for combo pack delivery and installation)*

OnSite Contact Person's Phone Number: \_\_\_\_\_

Combo Pack Delivery Preference: \_\_\_\_\_  
Date Time

### HYDRANT PERMIT FEES

- Fire Hydrant Application Fee: \$289.00
- Meter and Backflow Monthly Rental: \$113.00
- Equipment Deposit Hold: \$4,006.00
- TOTAL APPLICATION FEES: \$4,408.00
- Deposit held separately from permit fees
- Usage Rate: \$1.74 per hundred (100) CCF
- Relocate/Backflow Retest: \$77.00

### PAYMENT INFORMATION

Credit Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_ CVV: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

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

*By signing this permit application, I hereby certify that I am a duly authorized signer on behalf of and have the authority to execute this agreement.*

\_\_\_\_\_  
[Company name]

**I AGREE AND UNDERSTAND THE FOLLOWING:**

1. Hydrant permits require up to two (2) full business days to process. An email will be sent to the applicant with the permit number and receipt for the permit applications fees once payment has been processed. Walk in's will not be provided a permit or meter backflow combo pack. Equipment will be delivered to the specified job site by scheduled appointment only.
2. City staff will contact the onsite representative within two (2) business days to schedule the meter backflow combo pack delivery and installation.
3. Only a meter and backflow permitted and issued by the City of Roseville on fire hydrants designated and approved for use under this permit will be allowed. Use of private equipment is prohibited.
4. Once the meter backflow combo pack is installed on the approved hydrant, the equipment may not be moved. No exceptions. Failure to comply with this condition will result in termination of the permit.
5. During installation, any damage to the rented meter backflow combo pack and associated equipment will be documented and compared to any additional damages discovered upon completion of the permit.
6. Meter and Backflows are only to be moved by City staff at the request of the applicant. If the location change is authorized by the City, a backflow retest fee must be paid before the device will be moved.
7. A non-metered connection to a fire hydrant constitutes water theft and/or tampering. Any and all water draws from a public or private fire hydrant, without first obtaining a permit from the City of Roseville Water Division, is strictly prohibited and may be subject to criminal charges and all applicable fees.
8. Tampering or falsification of records or attempt to defraud the City of Roseville will result in immediate termination of the Hydrant permit, considered water theft, and may be subject to criminal charges.
9. Backflow prevention measures shall be taken for any connection as specified in the Roseville Municipal Code 14.10.010.
10. Any meter, backflow device, valve adapter or hydrant rendered lost, stolen, damaged or irreparable, will subject the permit holder to forfeit the \$4,006 deposit, or portion thereof, to cover the replacement cost incurred by the City of Roseville. Applicant will be billed prevailing wage for any work performed by City of Roseville staff in conjunction with the repairs.
11. The Hydrant Permit is nontransferable and must remain valid throughout the duration of the project. If there is no water use for a period of six (6) months, the meter will be automatically removed.
12. The applicant must abide by all laws, ordinances, rules, regulations, policies, procedures, and conditions related to use of fire hydrants and accept full responsibility for any and all violations of the City of Roseville Municipal Code 14.08.130 and Title 17 of the State of California.
13. It is the responsibility of any authorized user of this permit to reference the provided permit number for any future correspondence. City staff shall be contacted by phone at (916) 774-5750, option 1, and/or by email at [waterdistributionadmin@roseville.ca.us](mailto:waterdistributionadmin@roseville.ca.us).
14. All service charges, consumption charges and penalties incurred until the meter backflow combo pack and all equipment have been collected by the City of Roseville Water Division, whether or not the permit is valid is the responsibility of the permit holder. Failure to pay in full may result in criminal charges and/or suspension of any further permits.
15. All deposits will be held until the close or termination of the permit. The final water use/fixed charges will be deducted from the deposit; the balance will be returned after the meter is removed and deemed in satisfactory condition.
16. Water used will be billed at the rate of \$1.74 for every hundred (100) cubic feet as outlined in the Roseville Municipal Code, 14.08.090. Final water usage will be billed at close of permit.
17. Quarterly rental charges and all other applicable fees will be invoiced to the provided accounts payable contact. Failure to remit payment in full within thirty (30) days of the billing due date shall result in removal of equipment and termination of the permit.
18. Meter backflow combo packs and associated equipment will be collected by the City of Roseville Water Division on the permit expiration or termination date. Missing equipment will be considered lost or stolen property and may be subject to criminal charges and applicable fees if not returned within fifteen (15) days following the permit expiration or termination date.
19. The City of Roseville reserves the right to refuse service and/or issue permits to accounts not in good standing.
20. Any violation of these conditions may result in termination of the hydrant permit.

*I have read, understand and agree to the conditions which are incorporated herein by reference. (Last modified June 2025)*

Name of Applicant: \_\_\_\_\_

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

*By signing this permit application, I hereby certify that I am a duly authorized signer on behalf of  
and have the authority to execute this agreement.*

\_\_\_\_\_  
*[Company name]*