

TOWNSHIP OF

Parsippany-Troy Hills



WATER DEPARTMENT
Sean M. Andres
Superintendent

1001 Parsippany Boulevard
Parsippany, New Jersey 07054
Tel: (973) 263-7099

FIRE HYDRANT USE POLICY & AGREEMENT **FOR COMMERCIAL CONSTRUCTION**

Fire Hydrant Usage Fee

A Water and Sewer Permit Application shall be completed and submitted to the Utility Billing and Tax Collections Office, located at the Township Municipal Building, 1001 Parsippany Blvd, Parsippany, NJ 07054. Per Ordinance 420-5 section B (2) Commercial. Water for the purpose of construction of commercial property shall be for a period of one year. It shall be renewable on January 1 of each year and shall be \$333.30. Hydrant usage is permitted for 1 year. Any project exceeding a year will have an account associated with the project and receive quarterly bills.

General Information

The Contractor shall provide the Water Department advanced notice and coordinate the use of any proposed construction water by calling (973) 263-7099. Hydrant operations are prohibited from November 15 - April 15 of each year. When the permit application has been accepted and the fee received, a blue hydrant use permit card will be issued. This permit card is required to be on site and presented upon the request of any Township official. Failure to present permit card upon request can lead to the permit being revoked.

Standard Fire Hydrant Meter and Backflow Installation

1. The Contractor shall furnish and provide the Water Department with a certified backflow prevention device for inspection. Inspections shall be scheduled in advance by calling (973) 263-7099.
2. Backflow prevention device must be in the form of a double check valve assembly or a RPZ (Reduced Pressure Zone) and shall come with a certified test tag.
3. The Contractor shall furnish and provide a water meter for inspection and initial read to the Water Department.
4. The water meter may be of any make or size, provided that it registers usage accurately and has an identifiable serial number.
5. Contractor shall furnish gate valves before and after the meter/backflow setup. These gate valves will be used to regulate the flow of water from the fire hydrant.

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Fire Hydrant Operating Procedures

1. The Contractor is responsible for following these procedures and may be held liable for repairs or damage and have other enforcement actions taken against them for not adhering to these procedures. Fire hydrant connection is allowed to an approved public hydrant assigned by the Water Department. Use of any other hydrant without consent from the Water Department will result in the permit being revoked. Connection to a private fire hydrant is prohibited unless approval from a private party is given.
2. Prior to operation, the Contractor shall verify the hydrant, meter and backflow prevention are secure and not moveable, and in the event that they are unstable, damaged, leaking or unsafe, should immediately stop using them and call (973)263-7099 to report the situation.
3. The Contractor shall:
 - a. Use a fire hydrant wrench specifically designed and manufactured to open and close a fire hydrant.
 - b. Not use any additional torquing device to open or close a fire hydrant.
 - c. Not leave hoses or appurtenance connected to a fire hydrant when not in use.
4. The Contractor shall operate a fire hydrant properly by slowly opening the hydrant to a fully open position when in use and slowly closing the hydrant to a completely closed position when not in use. When a fire hydrant is first opened, the barrel or housing of the hydrant fills with water. Fire hydrants are designed with a drain or weep hole at the base of the hydrant, which allows any water contained in the hydrant to drain out to keep:
 - a. The water from stagnating in the barrel of the hydrant,
 - b. The internal parts of the hydrant from rusting or seizing up and keep the hydrant from freezing in the winter. A hydrant operated in a partially opened or closed position will cause water to blow out from the hydrant's drain or weep hole into the bedding material supporting the hydrant. This blown out water will wash out the bedding material supporting the hydrant thus possibly causing damage to the hydrant and creating a safety hazard.
 - c. The fire hydrant shall only be operated to turn it on and shut it down each day. The gate valves attached to the setup shall be used during the day to regulate the flow of the hydrant.
5. The hydrant must be opened slowly to allow the barrel time to fill, and the Contractor should feel snug resistance at the top of the counterclockwise turn. The Contractor should not use the hydrant until it is fully opened.

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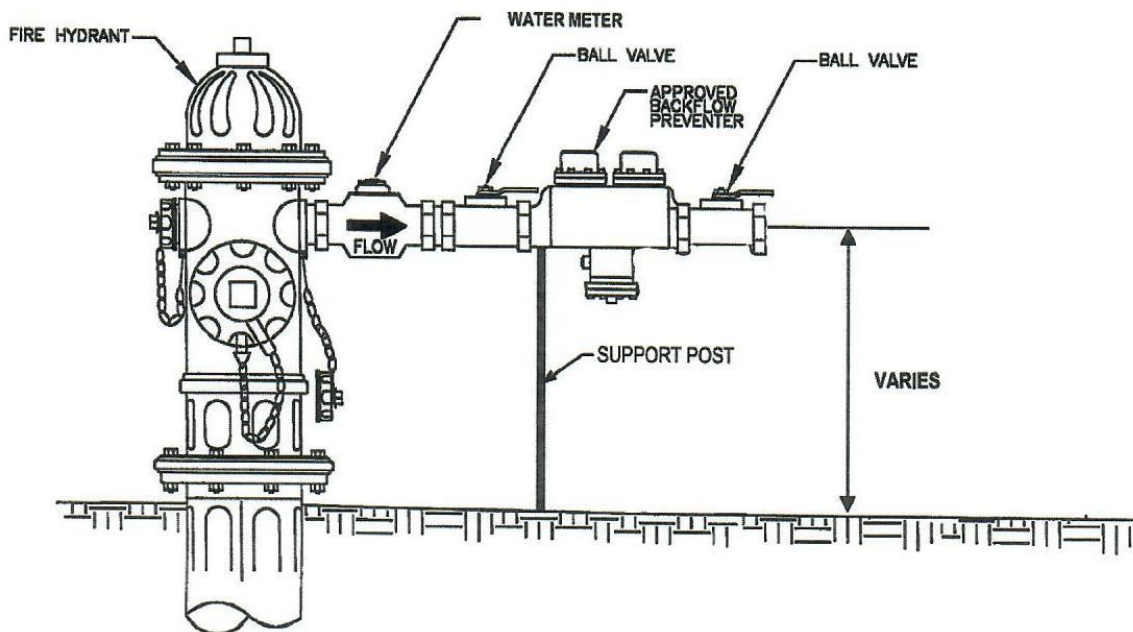


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6. To close the hydrant, the Contractor must perform the final several closing turns slowly to prevent damage to the water main. The hydrant must be fully closed until the Contractor can feel snug resistance at the bottom of the clockwise turn. Do not overtighten.
7. To minimize wear and tear and minimize costly damage due to opening and closing of hydrants, the Contractor may not use the hydrant valve to regulate the volume or flow of water withdrawn from the fire hydrant. Instead:
 - a. For fire hydrant mounted meters, the Contractor shall leave hydrants open during times of routine use unless there is danger or freezing and control the volume or flow withdrawn from the hydrant using the valve installed by the City on the meter.
 - b. When using the valve on the meter, care should be taken to slowly open and close the valve to prevent "water hammer" within the city main resulting in compensable damage.
8. The hydrant assigned is only intended for use within the construction zone. Hydrant use for filling tanker trucks to be hauled off site is prohibited.

Standard Fire Hydrant Meter Installation Detail



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Water Utility
(973) 263-7099
Fax (973) 263-1306

TOWNSHIP OF PARSIPPANY-TROY HILLS
DEPARTMENT OF MUNICIPAL UTILITIES
1001 PARSIPPANY BOULEVARD
PARSIPPANY, NJ 07054-1222

Sewer Utility
(973) 428-7593
Fax (973) 882-0332

WATER AND SEWER PERMIT APPLICATION
THIS IS NOT A PERMIT

DATE : _____

APPLICATION NUMBER _____

BLOCK	LOT	STREET ADDRESS
OWNER		CONTRACTOR
NAME		NAME
ADDRESS		ADDRESS
CITY, STATE, ZIP		CITY, STATE, ZIP
PHONE		PHONE

NEW CONSTRUCTION DEMOLITION CHANGE OF LINE SIZE NEW SIZE _____

RESIDENTIAL NUMBER OF BEDROOMS _____ COMMERCIAL /OTHER

DESCRIPTION OF WORK _____

I hereby certify that the applicant will comply with all local, state and federal regulations required for the work covered by this permit Application.

APPLICANT OR AGENTS SIGNATURE _____

FOR OFFICE USE ONLY

WATER CAPACITY FEE _____ SEWER CAPACITY FEE _____

WATER HYDRANT FEE _____ SEWER DISCONNECTION _____

OTHER WATER FEES _____ INSPECTION FEE _____

TOTAL WATER FEE TOTAL SEWER FEE

TOTAL FEES COLLECTED BILLING ACCOUNT

DEPARTMENT OF MUNICIPAL UTILITIES APPROVALS

I hereby certify that all utility requirements have been satisfactorily completed.

FOR WATER UTILITY: SIGNED _____ DATE _____

FOR SEWER UTILITY: SIGNED _____ DATE _____

DIR. OF MUNICIPAL UTIL: SIGNED _____ DATE _____

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TOWNSHIP OF PARSEPPANY - TROY HILLS
1001 PARSEPPANY BOULEVARD
PARSEPPANY, NJ 07054-1222
WATER UTILITY
PHONE (973) 263-7099 FAX (973) 263-1306
WATER UTILITY PERMIT

DATE: _____ PERMIT NUMBER _____

LOCATION: _____ BLOC _____ LOT _____

TYPE OF PERMIT: CONNECTION DISCONNECT HYDRANT

ISSUED TO: _____ ADDRESS: _____

CITY, STATE, ZIP: _____

WATER UTILITY SIGNATURE: _____

THIS PERMIT MUST BE PRESENTED AT TIME OF INSPECTION
INSPECTIONS MUST BE SCHEDULED A MINIMUM OF 3 WORKING DAYS IN ADVANCE AND MUST BE
CONFIRMED ON THE DATE OF INSPECTION. CALL (973) 263-7099 TO SCHEDULE INSPECTIONS.

SAMPLE