



Information for use of NYC Hydrants

**NYC Water Board / DEP:**                      **phone 311**                      **<http://www.nyc.gov/html/dep/home.html>**

Permits are issued through DEP BCS Borough Offices. If the use is approved, the cost is \$55.00 every 30 days, plus \$13.50 per day of actual use. You must apply in person and pay by check or money order payable to "NYC Water Board".

Manhattan: 1250 Broadway, 8<sup>th</sup> Floor  
Phone 212.643.2201  
Brooklyn: 250 Livingston St. 8<sup>th</sup> Floor  
Phone 718.923.2601

Queens: 96-05 Horace Harding Expressway, 1<sup>st</sup> Floor  
Phone:718.595.4595  
Bronx: 1932 Arthur Avenue, 6<sup>th</sup> Floor  
Phone:718.579.6980  
Staten Island: 60 Bay Street, 6<sup>th</sup> Floor  
Phone:718.876.6802

You may copy the following text onto your company letterhead and fill in the underlined sections as they apply to your production:

This is a request for a fire hydrant use permit for the hydrant at location of hydrant. The hydrant will be required for use on date(s) required from times of use and will be used for purpose of use.

We will be using a \_\_\_\_\_ model \_\_\_\_\_. Serial # \_\_\_\_\_

This hydrant will be used in accordance with requirements for hydrant use as determined by the NYC Water Board.

Thank you for your consideration,

name of applicant

**Requirements for hydrant use in New York City**

- The permit must be retained at the point where the water is being used.
- The water obtained from hydrant is to be used only for the purposes stated in the permit and in such manner as to prevent all waste.
- Connection with hydrants shall be made by valve and couplings which can be readily detached in case of emergency.
- Where valve and couplings are used the hydrant must be OPENED FULLY AT ALL TIMES. The rate of flow shall be governed by the installed valve and such connections shall be immediately uncoupled after use.
- All fire hydrant hose connections shall be equipped with, and protected by a reduced pressure zone backflow preventer (RPZ). See installation instructions for drawing.
- Hydrants used between November 1st and April 15th must be pumped out immediately after use. No hydrant is to be used when ambient temperature is below 35 degrees Fahrenheit.
- Only hydrant wrenches of a type approved by DEP shall be used.
- Water shall be obtained from the small fitting only. The cap on the large fitting should not be disturbed. Cap must be replaced securely after use.
- No hydrant shall be used if in defective condition. Contact DEP immediately.
- Hydrant may not be obstructed by user and must be available to Fire Dept. at all times.
- Hydrant damage will be repaired at the expense of the user.
- Permit will be canceled and no further permits issued if any conditions herein mentioned are violated.
- A summons will be served on any person operating a hydrant without proper written permission from the DEP.