



Information for use of NYC Hydrants

NYC Water Board / DEP:

phone 311

<http://www.nyc.gov/html/dep/home.html>

Permits are issued by the Department of Environmental Protection (DEP) Bureau of Customer Services (BCS) by each Borough.

Complete the registration form (second page) with the address of the job, block and lot number of the property and the hydrant number (embossed on the hydrant). Be sure to include your email address and Certificate of Inspections (CIS) account number. If you do not have a CIS account number, a CIS account will be created.* Your CIS account is the only way to pay for WSPS permit applications that have fees. The completed registration form must be signed and submitted in person to the appropriate borough office. You may need an appointment to get in; during COVID-19 times you certainly will.

If the use and the hydrant itself is approved, the cost is \$55.00 every 30 days, plus \$13.50 per day of actual use. You must pay by check or money order payable to "NYC Water Board". No cash or credit cards

Manhattan: 1250 Broadway, 8th Floor
Phone 212.643.2201

Brooklyn: 250 Livingston St. 8th Floor
Phone 718.923.2601 – main
718.923.2629 – appointments

Queens: 96-05 Horace Harding Expressway, 1st Floor
Phone: 718.595.4595

Bronx: 1932 Arthur Avenue, 6th Floor
Phone: 718.579.6980

Staten Island: 60 Bay Street, 6th Floor
Phone: 718.876.6802

You will need the Make, Model and Serial number of an RPZ (reduced pressure zone) device which J&M can supply to you once your order is confirmed.

PLEASE NOTE

- 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 or there is danger of ice forming a public hazard.
- Only hydrant wrenches of a type approved by DEP shall be used.
- Water shall be obtained from the small fitting only (2 1/2" side). 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.

CIS number explained: <https://www1.nyc.gov/site/dep/about/water-sewer-permitting-system.page> sort of...

NYC 311 link with borough offices listed: <https://portal.311.nyc.gov/article/?kanumber=KA-01507>

Download the permit here: <https://www1.nyc.gov/assets/dep/downloads/pdf/about/water-and-sewer-forms/hydrant-water-use-permit-application.pdf>



The City of New York
 Department of Environmental Protection
 Bureau of Customer Services

Application: Hydrant Water Use Permit

Complete Part One and Part Two for All Permits - Hydrant Permits are Subject to Inspection

This form must be submitted in person: 1932 Arthur Av (6th Floor), Bronx, NY 10457 96-05 Horace Harding Ex, Corona, NY 11368
 1250 Broadway (16th floor), Manhattan, NY 10001 250 Livingston St (8th Floor), Brooklyn, NY 11201 60 Bay St (6th Floor), Staten Island, NY 10301

Please Print

PART ONE: NAME AND ADDRESS

Applicant's Full Name: _____
 Work Site/Street Address: _____
 City: _____ State: _____ Zip: _____ Block: _____ Lot: _____
 CIS Account #: _____ Hydrant #: _____

PART TWO: PERMIT INFORMATION

New Building Borough: _____ Block: _____ Lot: _____
 Address: _____ Number of Stories: _____
 Name of Owner: _____ CIS Account #: _____
 Owner's Phone #: _____ Owner's Email: _____

Start Date: _____ End Date: _____ Number of Days to be Used: _____
 Start Time: _____ End Time: _____ Number of Calendar Days: _____
 Exclusions (Saturdays, Sundays, holidays etc.): _____
 Nature of Work to be Done: _____
 RPZ: _____ Model: _____ Serial #: _____
 Signature of Owner/Contractor/Plumber: _____
 Street Address: _____
 City/State/Zip Code: _____ Phone #: _____
 Email: _____ Date: _____

FOR OFFICE USE ONLY

Permit Charge: _____ Permit Charge: _____
 Permit Number: _____ Permit Number: _____
 Account Number: _____ Issued by: _____
 Date: _____