



CITY OF CHICAGO

DEPARTMENT OF WATER MANAGEMENT (DWM)

HYDRANT PERMIT POLICY

(As may be amended from time to time at DWM sole discretion)

GENERAL RULES FOR HYDRANT USE:

- **An application for a hydrant permit must be submitted not less than five (5) business days before a hydrant permit is needed, unless otherwise set forth herein.**
- **The location of the hydrant must appear on the application. All required documents must be uploaded at time of submitting the application. A failure to provide all necessary document may cause a denial of the application.**
- **Hydrant permits can only be used by the applicant, unless otherwise determined by the Department of Water Management Commissioner.**
- **All permit fees and water charges are non-refundable.**
- **An on-site meeting may be required prior to your permit approval.**
- **No custodial hydrants may be used by any contractor, Community Garden, Urban Farm, or for any festivals or other short-term events. Should site conditions require an exception, the DWM Commissioner or his/her delegate shall, in his/her sole discretion, make a final determination and provide a cost estimate to remove and replace the fire hydrant head. (Note: Costs for such removal and replacement could range in thousands of dollars.)**
- **Any misuse or damage of a hydrant, or any portion thereof, or any incidental damage to water mains and any other appurtenances, will cancel the permit and there shall be no refund of fees. You will be held responsible for the actual cost of repair and may also be fined in accordance with Sections 11-12-070, 11-12-080; and 11-12-085 of the Municipal Code of Chicago, and the laws of the State of Illinois.**

- Only a full brass body Reduced Pressure Zone backflow preventer (“RPZ”) with the ASSE seal (American Society of Sanitary Engineering) must be used for hydrant use. The RPZ shall be inspected and tested by a licensed and bonded Cross-Connection Control Device Inspector Plumbing Contractor every six months at the applicant’s sole cost and expense, unless otherwise set forth herein.
- The hydrant application dates of use shall not exceed the RPZ test date validity date.
- All hydrant permit holders shall be responsible to supply the hydrant cap assembly, key and an RPZ at the permit holder’s sole cost and expense. The RPZ must have been tested, approved, up to date, and it must be in DWM’s cross connection system. This setup must be COMPLETELY REMOVED when not actively in use. RPZs should not be kept in cold temperatures as it could damage the unit.
- All permit holders must upload a PDF copy of the RPZ test sheet on the official City of Chicago form along with the hydrant permit application.
- The hydrant shall not be used without the RPZ connected directly to the hydrant cap.
- Hydrants are not to be used when the daily temperature forecast is below 40 degrees Fahrenheit, unless otherwise set forth herein. When the daily temperature forecast is below 40 degrees Fahrenheit the Applicant must submit hydrant use procedures for review and written approval by a DWM plumbing inspector before any hydrant use is allowed. All hydrant barrels must be checked for water after use and pumped out if they contain and hold water. A plumbing inspector must be notified immediately of any issues.
- Hydrant water is non-potable; it must not be used for cooking, drinking, or final washing of produce.
- The exact hydrant address or location must be on the permit. A paid paper copy of the approved hydrant permit must be onsite at all times.
- Hydrant use is not allowed if unattended.
- Hose guards must be used crossing streets and sidewalks, subject to the Department of Transportation’s review and approval. The permit holder shall be liable for all claims, including but not limited to property damage and personal injury for use and failure to use hose guards.
- No high-rise hydrants can be used.

COMMUNITY GARDENS AND URBAN FARMS:

- **Must execute a seasonal Temporary Hydrant And Water Use Agreement annually, submit a compliant insurance certificate, upload RPZ test sheet (either original or re-certification), submit letter on its letterhead, and pay the required water use rate before a permit shall be issued. The permit cannot be used before April 1st or past November 1st of any given year.**
- **Only Community Gardens and Urban Farm RPZs shall require annual inspection and testing each season by a licensed and bonded Cross-Connection Control Device Inspector Plumbing Contractor at the applicant's sole cost and expense.**
- **Only Community Gardens and Urban Farms can upload their RPZ test sheet after the online application is submitted and before a permit shall be issued.**
- **Only a ¾" RPZ and ¾" hoses are allowed.**
- **An onsite meeting must take place as part of any new Community Garden or new Urban Farm application before approval of a temporary, seasonal hydrant permit is issued for temporary use of water from a fire hydrant, pursuant to the Municipal Code of Chicago, including but not limited to Section 11-12-290 of the Code.**
- **Must upload a letter on its letterhead containing the following:**
 - **A statement acknowledging, agreeing to, and shall follow all the General Rules for Hydrant Use in the current DWM Hydrant Permit Policy.**
 - **A statement acknowledging and agreeing that the water from hydrants is not potable water and shall be used for gardening only.**

FESTIVALS AND OTHER SHORT-TERM EVENTS:

Must upload a letter on company letterhead that contains the following:

- **A statement acknowledging, agreeing to, and stating shall follow all the General Rules for Hydrant Use in the current DWM Hydrant Permit Policy.**
- **Copy of the permit application that reflects the purpose for the use of the water is, such as for a festival, short-term event, construction, demolition, etc.**
- **The RPZ device # (only this RPZ can be used with this permit)**

CONTRACTORS (other than DWM Contractors):

Must upload a letter on company letterhead that contains the following:

- **A statement acknowledging, agreeing to, and shall follow all the General Rules for Hydrant Use in the current DWM Hydrant Permit Policy.**
- **Copy of your City of Chicago Contractor's license.**
- **Copy of the permit that reflects the purpose for the use of the water is, such as for construction, demolition, etc.**
- **The statement must reflect that the use of the water from the hydrant shall not be used for any purpose other than construction.**
- **The RPZ device # (only this RPZ can be used with this permit)**

DWM CONTRACTORS:

Must upload a letter on company letterhead that contains the following:

- **A statement acknowledging, agreeing to, and shall follow all the General Rules for Hydrant Use in the current DWM Hydrant Permit Policy.**
- **Contract #**
- **The section of your contract that states you do not pay fees for permits or water use.**
- **That you will e-mail your location schedule weekly. All changes including not working need to be sent before 7:30 am that day. Mid-day changes need to be called in; not reporting your daily location change can revoke your permit.**
- **The RPZ device # (only this RPZ can be used with this permit)**