



APPLICANT INFORMATION

Form with fields: Name, Company, Street Address, Mailing Address, 24-Hr Emergency No., Phone, Fax, Email, City, Postal Code, Contact.

HYDRANT INFORMATION

Form with fields: Start Date, End Date, Hydrant Location, Project Name, Project Location, Project Description, City of Courtenay Project (Contract) Yes/No.

PERMIT CONDITIONS

Any permission and/or approval granted herein are at all times subject to the following conditions:

- 1. The permittee will at all times accept full responsibility for any accident that may occur or damage that may be done to any person or property whatsoever, whether caused directly or indirectly by these works, and shall save harmless and keep indemnified the City of Courtenay from all claims and demands whatsoever in respect of these works and such works.
2. Permit applications are accepted at the Public Works Yard office at 1000 Piercy Avenue or by email at publicworks@courtenay.ca. Office hours are Monday to Friday, 7:30 am to 4:00 pm.
3. The City requires 72 hours to process and approve applications.
4. Permits are valid for 20 business days.
5. The City will supply and install a metered backflow prevention assembly with valves opened by the City. The assembly will remain in place for the duration of the permit. If servicing is required the permittee will call the Public Works Yard office at 250-338-1525.
6. At no time will the permittee tamper with or remove any port cap nor use any port that does not have a metered backflow prevention device installed.
7. The permittee is responsible for dechlorinating water at point of discharge if water is likely to flow into storm sewer system or drainage ditch.
8. A hydrant servicing fee of \$95 + GST is due upon permit approval. The permittee will be invoiced for water usage after the project is completed based on current commercial metered water rates as defined in the Fees and Charges Bylaw No. 1673. A 15% administration fee will be applied to the final invoice.
9. This Permit is not valid during Stage 3 or Stage 4 water restrictions.
10. This Permit may be cancelled by the City at any time without recourse should the permittee fail to comply with these conditions.

Signature and Date fields for Applicant, Approved by, Permit Start Date, Permit End Date.

Personal information you provide on this form is collected pursuant to Section 26 of the Freedom of Information and Protection of Privacy Act and will only be used for the purpose of processing this application. Your personal information will not be released except in accordance with the Freedom of Information and Protection of Privacy Act. Questions about the collection of your personal information may be referred to the Director of Legislative Services by email: info@courtenay.ca ATTN: Director of Legislative Services or by phone: 250-334-4441.



OFFICE USE ONLY

APPLICANT INFORMATION

Name:	Phone:
Company:	Fax:
24-Hr Emergency No.:	Contact:

PROJECT INFORMATION

Assembly Connection Date:	Assembly Removal Date:
Approved Hydrant No:	OFFICE USE ONLY
City of Courtenay Project (Contract):	Yes No
Hydrant Servicing Fee Paid:	DATE Staff:
Hydrant In Use:	DATE To DATE
Fire Department Notified (by email):	DATE Staff:

Meter/Backflow Assembly No.:			
Initial Reading:	Final Reading:		
Permittee Initial	Staff Initial	Permittee Initial	Staff Initial

Hydrant Inspection Completed:	DATE	Staff:
Total Volume:	Usage Rate:	

Comments: