



FIRE DEPARTMENT
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FIRE HYDRANT USE AND HYDRANT METER PERMIT PROCESS

In order to use any public or private fire hydrant in the City of Alexandria, you must obtain a Fire Prevention Permit from the Alexandria Fire Department's Fire Prevention and Life Safety Section. In addition, the applicant must obtain and install a hydrant meter provided by the Virginia American Water Company. The process of obtaining the permit and hydrant meter involves the following steps:

- 1) Applicants must fill out a fire prevention permit application and submit it to the Department of Code Administration for processing. An application can be picked up at the Department of Code Administration located at 301 King St., Suite 4200, Alexandria, Virginia 22314 or online by going to the City webpage www.alexandriava.gov and clicking on "Select a City Department" – "Code Administration" – "Applications and Forms" – "Fire Prevention Permit Application".
- 2) When filling out the application, provide all requested information with the exception of the "Permit Number FPP". The FPP number will be assigned by the Department of Code Administration staff. In "The following permit(s) are applied for:" section of the application, put in the following information – Section 506.5.7 Description Use of fire hydrant. Leave the fee section blank. Code Administration staff will calculate the permit fee. The permit fee is \$143.00 plus administrative and other associated fees.
- 3) Once the application has been completed, submit application with payment for processing to the Department of Code Administration office. Payment can be made via check, money order, or credit card. The receipt issued will be required to obtain the hydrant meter from Virginia American Water Company (VAWC).
- 4) Applicants must also bring the hydrant wrench that will be used when opening or closing the hydrant to the Department of Code Administration office when submitting the application. Shown in Figure 1 are examples of hydrant wrenches that are acceptable.
- 5) In order to obtain a hydrant meter, you must contact VAWC at 703-549-7080 or 1-800-452-6863 to schedule an appointment. You will be required to fill out a VAWC application and show the receipt as proof of payment for the Fire Prevention permit. VAWC is located at 2223 Duke Street, Alexandria, Virginia 22314.
- 6) Once the application is processed by VAWC and the receipt is shown, the hydrant meter will be issued to the applicant.
- 7) Upon issuance of the hydrant meter, the applicant must contact the Fire Prevention and Life Safety Section (FPLS) of the Alexandria Fire Department at 703-746-4247 or 703-746-5227 so a Fire Marshal can meet the applicant and: (1) observe that the hydrant meter is installed and supported correctly, (2) observes that the applicant properly operates the hydrant, (3) ensure the location of

the hydrant meter is not installed in a way that is hazardous or blocking any other critical functions in the area of use.

- 8) Once the Fire Marshal is satisfied that the applicant has met the requirements of the permit, the Fire Prevention Permit will be issued to the applicant. The permit must remain on site with the hydrant meter.

In order to keep a fire hydrant operational, the following instructions must be followed:

- 1) Operation of the fire hydrant requires an approved fire hydrant wrench (Figure 1) designed to fit the pentagonal (5 sided) operating nut on the bonnet (top) of the fire hydrant. When using the fire hydrant, it must be FULLY OPEN and when not in use, it must be FULLY CLOSED. Failure to follow these rules could undermine the hydrant and will result in the hydrant meter being confiscated and revocation of the fire prevention permit.
- 2) Figure 2 shows the proper method of supporting and connecting a hydrant meter assembly to a fire hydrant. In all cases, the hookup must be accomplished by using a control valve that is connected to the hydrant meter.
- 3) To avoid damage to the fire hydrant nozzle threads, the meter assembly must be properly supported at all times. Leakage at the couplings must be controlled through the use of proper gaskets. Do not force or over tighten fittings on the fire hydrant nozzles.
- 4) The Fire Official or designee must authorize any variation from the requirement in writing. This authorization must be kept with the fire prevention permit at the actual site location.
- 5) Failure to comply with the conditions stated in this document, or any unauthorized device variations or use of a hydrant meter from another jurisdiction will result in confiscation of the meter assembly and revocation of the fire prevention permit.
- 6) Fire Marshals and Fire Inspectors will make periodic inspections to ensure the hydrant is completely on or off; the required valve is in place; the hydrant meter is properly supported; the permit is on site; and that the hydrant meter is the property of Virginia American Water Company, not another water purvey in this area. This is validated by a Virginia American Water Company ID tag. Any other water purveyor's meter in use will be confiscated and returned upon obtaining a meter from VAWC.

Figure 1 – Approved Fire Hydrant Wrenches



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Figure 2 – Proper Hydrant Meter Support



Control Valve

Blocking