

# City of Berea Water Department Hydrant Meter Assembly Usage

CITY OF BERE  
11 Bere Commons  
Berea, Ohio 44017

WATER PLANT  
10 N. Quarry Lane  
440-234-5652  
Fax: 440-891-3310  
waterplant@cityofberea.org

Faxed to Building Department on (Date) _____ OK to issue permit from WTP: (Initials) _____ (Circle Yes or No for fees) Permit Fee of \$50.0 Yes / No Equipment Bond of \$1500.0 Yes / No Meter Rental \$ <u>30/wk</u> Yes / No Water Bond Deposit \$1000.0 Yes / No
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Name of Person picking up Meter:	Company:
	Address:
on (date):	Phone:
Location / Address to be used:	Used for:

(Check one)	With Meter	(Check one)	Without Meter
<input type="checkbox"/>	29802257 Badger	<input type="checkbox"/>	3823262 Wilkins
<input type="checkbox"/>	17602887 Badger	<input type="checkbox"/>	
<input type="checkbox"/>	29802229 Badger	<input type="checkbox"/>	3112998 Wilkins
<input type="checkbox"/>	18850164 Badger	<input type="checkbox"/>	
<input type="checkbox"/>	19421931 Badger	<input type="checkbox"/>	3823265 Wilkins
<input type="checkbox"/>		<input type="checkbox"/>	
Starting #			
Ending #			
Total Used:			
Tentative return date:			
Date actually returned:			
Person returning meter:		Ken Yee, Superintendent	
Phone/Cell Number		440-234-5652	
		City of Berea	

**Please return meter to Water Plant.**  
 10 N. Quarry Lane  
 440-234-5652

Deposit paid	\$ _____
Usage	\$ _____
Refund	\$ _____
To be billed	\$ _____

## CITY OF BEREA HYDRANT PERMIT PROCEDURE



Permit Fee: \$50.00

Equipment Bond Deposit: \$1500.00 (Refundable)

Meter Rental : \$30/week

Water Bond Deposit: \$1000 (Refundable)

- 1) Contractor to file for permit with Building Department. Once permit is filled out, authorization for hydrant use is required from Superintendent at Water Plant. (440-234-5652). Water plant will forward initiated permit with Superintendent's approval to Building Dept. If hydrant usage is due to a City project involving the Engineering Department, the contractor requesting the hydrant usage will go through the same process.
- 2) Contractor is to pay permit fee and bond deposit, (contractors not employed by the City will pay a \$1000 bulk water fee for any water used. When the project is completed, any reimbursement less the water purchased will be made) with the Building Dept and the Building Dept. **must** email a copy of paid receipt and permit to the Water Plant, Engineering Department, and Service Garage Superintendent. This receipt will be needed by Finance in order to issue a refund. Contractor will be issued a building permit at this stage.
- 3) If the contractor requiring permit wishes to use a fire hydrant, the contractor takes their permit to Water Plant at 10 N. Quarry Lane **BY APPOINTMENT ONLY**, and will complete and signs Hydrant Meter Assembly Usage Form and picks up the hydrant meter. In most cases, the fire hydrant on Fair Street at CEI easement or fire hydrant at Depot Street is to be utilized. Water Plant or Service Director will determine best fire hydrant or bulk water filling station to use, and will share this information in memorandum to the Building, Engineering, Service, and Water Departments.
- 4) After use, Contractor returns hydrant meter to Water Plant for inspection upon appointment. Meter reading and date of return is noted on Hydrant Form. If the hydrant meter is in good working condition, bond for hydrant meter will be returned. Any damages (less normal wear and tear) will be reimbursed from bond prior to bond being released, and records and costs of the repairs will be kept with the bond paperwork and Water Plant. If the meter is not returned the bond will not be given back.
- 6) Water billing calculates usage and forwards information to Finance (Req) for refund of deposit less usage. A copy of the paid receipt **MUST** accompany req. to finance.