



Community Compliance Assistance Section  
235 Government Center Drive  
Wilmington, NC 28403  
Phone: (910) 332-6558  
Fax: (910) 332-6730  
Community.Compliance@cfpua.org

## Special Water Use Permit Agreement

New Account       Re-Activate Account      CFPUA Account #: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Contact: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

I, \_\_\_\_\_, on behalf of the afore mentioned company agree that our company will comply with the CFPUA requirements for special water use with water from the CFPUA's distribution system. These requirements are on the Procedure for Obtaining Special Water Use (attached). These requirements shall be met when filling tanks, tanker trucks, or using water from fire hydrants and other appurtenances connected to the CFPUA's distribution system. I agree that if the assigned permit sign is lost, stolen, or damaged in any way that the above-mentioned company will be responsible for the cost of replacing the sign at a cost of 50.00 dollars. I agree that the company will not sell, loan, or rent the sign to anyone else. **I agree to bring the water meter to be read in person at 628 Groundwater Way for the final reading and return the sign prior to closing this account. Failure to abide by the Special Water Use procedures or other CFPUA Ordinances will result in revocation of special water use privileges and subject the offender to tampering fees and a civil penalty of up to \$1000 per incident per day.**

I certify that I am an authorized representative of the afore mentioned company with authority to enter this agreement on behalf of the afore mentioned company.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**EMD Office Use:**

Meter Information (Make, Size, Serial Number) \_\_\_\_\_

Beginning reading on meter \_\_\_\_\_ Gallons or Cubic Feet

Backflow Prevention Assembly (Make, Model, Size, and Serial Number) \_\_\_\_\_

Backflow Prevention & Meter Assembly Approved By \_\_\_\_\_ Date of Approval \_\_\_\_\_

Hydrant Sign Issued    Discuss:  Hydrant Wrench     Assembly Support

If Air Gap, Provide Vehicle license (state & number) \_\_\_\_\_

**If Applicable:** Dates of Intended Use: \_\_\_\_\_

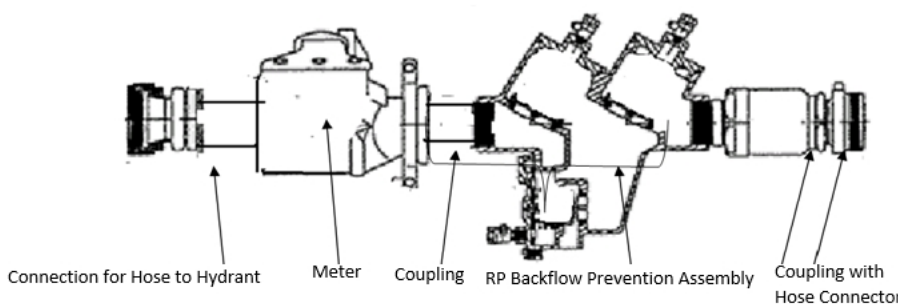
Location of Hydrant Use: \_\_\_\_\_

Description of Water Use: \_\_\_\_\_

**CUSTOMER INSTRUCTIONS FOR OBTAINING AUTHORIZATION TO USE WATER FROM A FIRE HYDRANT (SPECIAL WATER USE)**

1. Any person to use water from a fire hydrant (special water use) must have an approved meter assembly and approved backflow prevention and a hydrant use (special water use) account in good-standing. The meter assembly and backflow prevention must be approved by Community Compliance Section at 628 Groundwater Way, Wilmington, NC 28411.
2. After approval of the meter assembly and backflow prevention an account will be opened by the Customer Service Office. Customer Service will create the new account and charge the initial fee.
3. To receive approval to use water from a hydrant, a representative from your company must call the Community Compliance Office at 332-6558 between the hours of 8:30 AM and 4:30 PM, Monday-Friday.
4. The caller must provide their name; company name; precise-location of hydrant; description of water use; and the dates and times of intended use.
5. If you need to use water at times other than regular operating hours, you must request permission for hydrant use in advance, during regular operating hours.
6. Law Enforcement and CFPUA employees monitor hydrant use. You are required to have a copy of your special use permit on site whenever using a hydrant.
7. When using an approved hydrant, the hydrant use permit sign must be displayed at all times when the meter assembly is attached to the hydrant.
8. Between the 10<sup>th</sup> and 15<sup>th</sup> day of January, March, May, July, September, and November for water usage meter readings must delivered to the Community Compliance Assistance Section.
  - Fax:(910) 332-6730,
  - Physical Address:628 Groundwater Way
  - E-mail: Community.Compliance@cfpua.org
  - Mailing address: Cape Fear Public Utility Authority – EMD  
Attn: Community Compliance  
235 Government Center Dr., Wilmington, NC 28403
9. Any meter that shows a change in usage between readings will be considered a violation for not obtaining permission to use water, and will subject the owner of that meter to a civil penalty of up to \$1000.
10. Failure to abide by the above-mentioned procedures or other CFPUA Ordinances will result in revocation of special water use privileges and subject the offender to a civil penalty of up to \$1000 per incident per day.

**Template for Special Water Use Accounts: Mobile hydrant meter with backflow**



Between the RP and the meter, you need a coupling at the end of the unit you have a 2 1/2" bushing to accommodate a fire hose. This device is set up as a 2". Sizes could vary. But the fire hose fitting remains 2 1/2" Wilmington Thread. There is an adapter you can buy that adapts the thread from a Wilmington Thread to a National Standard Thread.

If the unit is set up for a smaller size (e.g. 3/4"), then the couplings would be 3/4" or 5/8"

**Partial List of Local Suppliers:**

- Coleman Supply - 1024 S Kerr Ave - (910) 799-4877 - Sells RP
- Core & Main - 6501 Amsterdam Way - (910) 791-4148 – Rents Hydrant Meter & Backflow Assembly, Sells RP, meter, adapter
- Ferguson Waterworks - 3881 US HWY 421 North - (910) 815-6600 - Sells RP & meter
- Longley Supply Co - 2018 Oleander - (910) 762-7793 - Sells RP
- Wilmington Rubber & Gasket - 321 Raleigh Street - (910) 762-4262 - Sells adapter

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

## CFPUA Hydrant Operating Instructions

1. CHECK DIRECTION OF OPENING as marked on the dirt shield.
2. **TO OPEN, DO NOT FORCE THE HYDRANT IN THE OPENING DIRECTION BEYOND FULL OPEN** as indicated by sudden resistance to turning.
3. WHEN USING HYDRANT, hydrant should be opened full. Partially opened hydrant may allow substantial leakage through the drain valves. This may prevent the hydrant from draining properly when it is shut down. Operation of hydrant in this manner over a period of time could also undermine the hydrant and/or the water main.
4. TO CLOSE, turn the operating nut until the valve closes off the flow. **ALWAYS SHUT OFF SLOWLY**. In old water mains where corrosion has taken its toll, or even on new mains where high pressure is maintained, closing the hydrant too rapidly could cause a water hammer resulting in damage to the main.
5. IT IS NOT NECESSARY TO OPEN OR CLOSE THE HYDRANT WITH GREAT FORCE. When closing the hydrant, the closed position will be evident by a reduction in the effort required to close it. When that position has been reached, back off the operating nut in the opening direction one-quarter turn to take the strain off the operating parts of the hydrant and to make it easier to open the hydrant when needed again.
6. The accountee is financially liable for damage caused to the hydrant or distribution system during use by the accountee or their agents.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

**For Emergencies Phone (910) 332-6565**