



## Customer Service

4 County Complex Court, P.O. Box 2266, Woodbridge, VA 22195-2266 \* Phone (703) 335-7950 \* Fax (703) 335-8949 \* Email: [Hydrant@pwwater.org](mailto:Hydrant@pwwater.org)

### Hydrant Meter Permit

**Date:** \_\_\_\_\_

**Business Issued to:** \_\_\_\_\_

**Business Contact or Representative:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_ **Business Phone:** \_\_\_\_\_

\_\_\_\_\_ **Fax:** \_\_\_\_\_

\_\_\_\_\_ **Email:** \_\_\_\_\_

**Virginia Business License No.: (Please Attach Copy):** \_\_\_\_\_

**Federal Tax ID No.:** \_\_\_\_\_

**Location of Hydrant to Be Used:** \_\_\_\_\_

**Specific Purpose of Use:** \_\_\_\_\_

Permit holder has read and agrees to the Hydrant Meter Policy and all terms and conditions of the permit. Violation of the Policy or any specified or implied condition constitutes grounds for immediate revocation of the permit and equipment. The permit holder agrees to relinquish the meter to Prince William Water at any time.

\_\_\_\_\_  
Customer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Customer Service Supervisor,  
Prince William Water

\_\_\_\_\_  
Date

\_\_\_\_\_  
To be completed by Prince William Water Customer Service – Do not write under this line

**Permit No.** \_\_\_\_\_

**Account No.** \_\_\_\_\_

**Deposit Received:** \_\_\_\_\_

**Meter No. Issued:** \_\_\_\_\_

**Wrench Issued: Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**Reading on Meter Issued:** \_\_\_\_\_

## TERMS AND CONDITIONS

**CUSTOMER AGREES TO THE HYDRANT METER POLICY, AS WELL AS THE FOLLOWING TERMS AND CONDITIONS. VIOLATION OF THE POLICY OR ANY SPECIFIED OR IMPLIED CONDITION IS GROUNDS FOR IMMEDIATE REVOCATION OF THE PERMIT AND EQUIPMENT, AS WELL AS FORFEITURE OF ANY DEPOSIT. POSSESSION OF A METER OR CONTINUED USAGE AFTER A PERMIT IS REVOKED IS CONSIDERED THEFT AND IS PROHIBITED BY LAW (CLASS 2 MISDEMEANOR UNDER SECTION 18.2 – 162.1 OF THE CODE OF VIRGINIA).**

### General

- **A copy of this permit must be available for inspection at the job site.**
- Users of fire hydrants and hydrant meters are responsible for any damage to the fire hydrant, the hydrant meter, and the adjacent areas resulting from unauthorized/improper use.

### Purpose of Use

- Hydrant meters are to be used for temporary access to water where a permanent source is not available.
- Hydrant meters are not to be used to supply an irrigation system or to directly fill swimming pools.
- Water obtained from a hydrant is considered non potable (not suitable for drinking) and shall not be used for such purposes.
- **Hydrant water use is to be utilized solely as specified under the Purpose of Use section** on this application form and shall not be used in a wasteful manner. Prince William Water may issue a temporary permit based on purpose of use.

### Operating Instructions

- Hydrant to meter connections must be made in accordance with the operating instructions listed within the Hydrant Meter Permit Policy. Only Prince William Water issued meters may be used.
- Meters should not be left unattended or attached to a fire hydrant when not in use.
- **Meters are not to be altered in any way. Tampering with a meter device or diverting service through an unauthorized connection is prohibited under Virginia law.**
- Lost or stolen meters, as well as any damage to a fire hydrant or equipment, must be reported immediately to Prince William Water.
- Permit Holder is responsible for ensuring that water usage is registering on the hydrant meter; meters that are not registering should be returned to Prince William Water immediately for inspection.
- Failure to comply with operating instructions may result in confiscation of the meter, penalties, deposit forfeiture, and/or revocation of the permit. Evidence of meter tampering or unauthorized use may also result in legal action.

### Inspections

- **Meters must be brought to the Prince William Water Business Office (4 County Complex Court, Woodbridge, VA 22192) for inspection at least once per year.** Prince William Water may request additional meter inspections throughout the year as needed. Inspections may occur in conjunction with scheduled read dates (see below). Notification of additional inspection dates shall be mailed to the permit holder.
- An inspection tag with the calendar year shall be secured to each meter and must not be removed from the meter or tampered with. Removal of this tag equates to meter tampering.
- Failure to comply with inspection requests may result in immediate confiscation of the meter, forfeiture of the deposit, and/or revocation of the permit. The meter must be surrendered to Prince William Water within one week of the scheduled inspection date. In order to retain possession of the meter:
  - An inspection must be conducted at Prince William Water's convenience.
  - A new deposit must be paid.
  - All account balances and miscellaneous fees must be paid prior to the reissuance of the existing meter or issuance of a new meter.

### Monthly Readings

- **Readings must be submitted each month whether the meter is or is not used. On-site readings are required at least once during each year, as requested by Prince William Water.** The permit holder may also physically bring the meter in throughout the year for Prince William Water staff to read *by appointment only*.
- **Meter readings** must be reported during the last week of each month and **are due by the last day of each month.** Monthly readings must be submitted by fax to (703) 335-8949, or by email to [hydrant@pwwater.org](mailto:hydrant@pwwater.org)
- Failure to report monthly readings on time or not at all shall result in penalty assessment for each unreported read/billing period. Failure to report reads consecutively shall result in deposit forfeiture and permit revocation.

Account Status

**Delinquent account status may result in deposit forfeiture and permit revocation.** The permit holder is required to surrender the meter to the Customer Service Department immediately upon notification of a revoked permit. Prince William Water personnel shall confiscate meters from those whose accounts are not paid.

## **HYDRANT METER PERMIT SCHEDULE OF FEES**

Current rates are disclosed in a published rates and fees booklet available through the Customer Service Department as well as online at [www.princewilliamwater.org](http://www.princewilliamwater.org). Rates and fees are subject to change.

### **METER DEPOSITS:**

A deposit is required at the time of permit issuance and pick-up. Checks, cash or money orders are accepted. Deposit refunds shall be processed within 30 days of return of the meter(s).

\$2,600.00 – Large 3” meter for use with a fire hose (user must provide own adapter and hose).

\$400.00 – Small 3/4” meter for use with garden hose.

Hydrant wrenches are available with the issue of the meter at no cost. A \$25.00 Replacement Fee shall be charged if the hydrant wrench is not returned with the meter.

### **MONTHLY RATES:**

Hydrant meter accounts are billed a minimum of 5,000 gallons per month. Effective January 1, 2025, hydrant water rates are \$8.70 per thousand gallons.

Monthly readings must be submitted by fax to (703) 335-8949, or by email to [hydrant@pwwater.org](mailto:hydrant@pwwater.org). Readings need to be submitted with stationary (fixed) digits (one for small meters and two for large) to avoid confusion. Readings must be reported during the last week of each month and are due by the last day of each month. Failure to report monthly readings shall result in penalty assessment for each unreported read/billing period.

### **MISCELLANEOUS CHARGES:**

\$ 25.00 – Permit Fee

\$100.00 – Penalty per occurrence for failure to report monthly readings or late reporting.

\$250.00 – Unauthorized use charge assessed to any person or permit holder found hooked up to a fire hydrant without a valid hydrant meter permit or metering device, or a Prince William Water issued Hydrant meter used outside our service area.

10% – Late Payment Charge will be assessed if payment is not received by the due date.

## **REVOCATION OF PERMIT:**

This permit may be revoked without notice for failure to comply with any of the terms, conditions, and instructions included on this permit or under emergency circumstances as determined by the Prince William Water. Prince William Water reserves the right to not reissue a permit to any permittee that has violated any clause in the hydrant meter policy or any of the terms and conditions of the permit. Meters must be immediately surrendered to the Customer Service Department at Prince William Water Headquarters.

**Customer Service office hours are Monday-Friday, 8 a.m.-5 p.m.**

## **EMERGENCY RESTRICTIONS:**

In order to protect the water supply in times of emergency, permits shall be temporarily suspended when the County Administrator declares a Drought Warning or Emergency or when Prince William Water's General Manager declares a heightened alert. Such communications are effective upon public notice and/or direct mailing. Prince William Water reserves the right to suspend, or revoke permits at any time. No water withdrawals from hydrants are permitted during these times, except by the Fire Department for fire suppression. Continued usage is prohibited by law (*Class 2 Misdemeanor under Section 18.2 – 162.1 of the Code of Virginia*).

## **DESIGNATED FIRE HYDRANTS**

Prince William Water must ensure the water system has a reliable flow for fire suppression while it also protects the community's water supply and access to that supply. Specific hydrants have been selected to minimize the effects large withdrawals can have on the system, neighborhood disruption, and safety hazards that fill-ups can cause.

**Designated hydrants are the only allowable hydrants under your permit.** Use of any other hydrant is in violation of this permit and will result in immediate forfeiture of your deposit and permit revocation. Designated hydrants are identified by the Operations and Maintenance (O&M) Division and are reviewed and updated on an as-needed basis. Additional locations may be permitted upon request to O&M following an evaluation of the impact on the system. Updates may be obtained online or requested from the Customer Service Department.

The list of Designated Fire Hydrants can be found at the Prince William Water website:

<https://www.princewilliamwater.org/hydrant-meter-program>

- Hydrant meters located in subdivisions under construction may be used for on-site ongoing construction purposes. These hydrants will not be reflected in list above but are approved for use.
- Hydrant meters on construction sites may be used for truck wash racks to meet State Erosion Control Requirements. These hydrants will not be reflected on the list above but are approved for use.

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**HYDRANT METER READING (FAX)**

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**TO:** Prince William Water

**ATTENTION:** Customer Service  
Hydrant Meter Billing

**FAX NUMBER:** (703) 335-8949

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**DATE:** \_\_\_\_\_

**FROM:**

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

**Submitted By:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**REGARDING:**

**Account No.:** \_\_\_\_\_

**Permit No.:** \_\_\_\_\_

**Meter No.:** \_\_\_\_\_

**Current Meter Reading\*:** \_\_\_\_\_

**\* ENTER/WRITE ALL NUMBERS, INCLUDING ALL STATIONARY ZEROES.**

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