

San Francisco Public Utilities Commission
Rules Governing the Rental and Use of Hydrant Meters

1. Permittee is required to strictly comply with all rules and regulations of the San Francisco Water Department (SFWD) in the operation and proper installation of meters on Low Pressure Fire Hydrants. Use of hydrant meters is restricted within the limits of the City and County of San Francisco, and meters must be returned at the end of the rental period. Meter will be confiscated on expired hydrant permits and applicable charges billed to the Permittee's account. **DIRECT HOOK-UP TO HYDRANT or HARD-PIPE PLUMBING IN ANY FORM IS NOT PERMITTED.**
2. Permittee is to apply for the rental use of a hydrant meter and establishment of water service account with the SFPUC- Customer Services. The Permittee is required to provide a valid California Driver's license, or San Francisco business license and applicant's California Driver's license. Upon request, other identification may be required.
3. Contract is to pay guarantee deposit and connection fee upon approval of the application. **Payment is by check only.** Business name or Permittee's name must be imprinted on the check. Credit Card payment is not accepted. A \$50.00 service fee will be assessed for each returned check. If the check is not redeemed, the check will be submitted to the District Attorney's office, Bad Check Enforcement Unit for further action. Once referred, an additional fee will be assessed. In addition, Permittee must return the meter immediately to the Meter Shop at 1990 Newcomb Avenue, San Francisco, CA 94124 with all the connection devices. If the meter is not returned, it will be considered stolen. Stolen meter that is found in use will be confiscated, and the Permittee or its agent who has the stolen meter in possession will be billed for all the water usage (based on the last recorded meter reading) plus all applicable fees and charges including damages to the meter and missing parts and connections. Further, Permittee will not be permitted from renting another hydrant meter. **DEPOSIT ON LOST OR STOLEN METER IS FORFEITED.**
4. Permittee is responsible for picking up the meter and appurtenant connections upon approval of application from the Meter Shop at 1990 Newcomb Avenue, San Francisco, CA 94124. Bring a copy of the application to the Meter Shop.
5. The Permittee is billed every two (2) months within five (5) days from the meter reading date. Odd or even months billing cycle is based on the meter pick-up date. Rates are billed based on the SFPUC Water Rates Schedule W-5. The rate may change every fiscal year (each July 1st) without notice to the hydrant meter Permittees. For published rates, refer to www.sfpuc.org. Delinquent accounts including closed accounts with unpaid balances will be sent to the City Tax Collector's Bureau of Delinquent Revenue for further collection.
6. Permittees are required to submit meter readings to SFWD Meter Shop by email to cddmetershop@sfgwater.org. Report a meter read on its own email. In the email subject line, include the meter number and account number. A digital photo of the meter read, and meter number should be included in the body of the email. Permittees may be required at any time to bring back the meter to the shop for reading and or testing as determined by Meter Shop personnel. Failure to submit the meter reading within the read schedule time frame will result in the assessment of a non-reporting penalty. This fee is non-refundable even after the meter is read later. Continuous non-compliance will result in meter confiscation and forfeiture of the deposit amount, and Permittee will not be permitted from renting a hydrant meter.
7. Permittee is responsible for the safekeeping of the water meter while in their possession. The meter should be disconnected from the hydrant at the end of each workday. Lost or stolen meter must be reported immediately by contacting Customer Services – Billing Unit at 415-551-4770. Permittee must file and submit a police report to Customer Service within 15-days of the lost or stolen meter notification. Any meter that has been declared lost or stolen will be confiscated if it is found in use. The Permittee or its agent who has the stolen meter in possession will be billed for all water usage (based on the last recorded meter reading) plus all applicable fees and charges including damages to the meter, missing parts, and connections. Further, Permittee may not be permitted from renting another hydrant meter. The deposit will be forfeited.
8. Upon completion of the work, the meter must be returned to the Meter Shop at 1990 Newcomb Avenue, San Francisco, CA 94124 with all fittings and appurtenant connections in the same condition as when issued. When returning meters to the Meter Shop, all hydrant connection units are to be separated from the meter. **THERE IS A DISCONNECT CHARGE. DISCONNECT ALL FITTINGS FROM METER.**
9. If meter or appurtenant fittings and connections are damaged in use or through other operations of the Permittee, the Permittee will be made responsible for all damages to meter, fittings, or connections.
10. Hydrant meters are not to be used for the purpose of farming, irrigation, car washing, and filling in swimming pools or decorative fountains.
11. For special event where the first hydrant water is to be used for drinking and other potable purposes, the hydrant must be flushed and teste prior to its use. The Permittee must inform Customer Services five (5) days in advance to schedule the flushing. Flushing fee of \$957.51 per hydrant applies.
12. Hydrants shall be opened and closed slowly so as not to break the measuring disc piston of the meter. If disc piston is broken through Permittee's operation, a proper charge for repairs will be made.
13. Any violation of the rules and regulations of the SFPUC may result in the termination of the hydrant permit and/or forfeiture of guarantee deposit.
14. The Permittee shall instruct all employees to comply with all rules of the SFPUC.
15. Permittee's signature or its agent is the Permittee's guarantee to the SFPUC of their agreement and adherence to these conditions.

Refer to the rate schedule and website for all applicable deposits, charges, fees, and penalties.

Permittee initials: _____

Customer Services Director
San Francisco Water, Power and Sewer