San Francisco Public Utilities Commission
Rules and Regulations Governing Hydrant Use for Temporary Water Supply

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San Francisco Water Power Sewer

Services of the San Francisco Public Utilities Commission

AUTHORITY FOR AND PURPOSE OF THESE RULES AND REGULATIONS

Under the City and County of San Francisco Charter, Article VIIIB, Section 8B.121, the San Francisco Public Utilities Commission (SFPUC) has exclusive jurisdiction over the construction, management, supervision, maintenance, extension, expansion, operation, use, and control of all water supplies, infrastructure, and utilities of and within San Francisco as well as the real, personal, and financial assets that are under the SFPUC's jurisdiction. The SFPUC's mission is to provide its water customers with high-quality, efficient, and reliable water services in a manner that is inclusive of environmental and community interests and that sustains the resources entrusted to its care.

Hydrants in the City and County of San Francisco (City, or San Francisco) are owned and operated by the SFPUC and connected to the SFPUC water system to serve the SFPUC's retail water customers within the City. While hydrants are located so they may be used for fire suppression to protect the SFPUC's retail water customers' property, the SFPUC also allows customers to apply for a revocable permit (Permit) to use its low-pressured hydrants (Hydrants) within the City for temporary water supply for a period of up to six months for the limited purposes of general construction, filmmaking, and special events, and for a period of up to one year for the purpose of mobile sanitation services, with the opportunity for renewal. This Permit program does not include access to any of the high-pressured hydrants owned and operated by the SFPUC that comprise the San Francisco Auxiliary Water Supply System, also known as the San Francisco Emergency Firefighting Water System.

The purpose of these Rules and Regulations is to protect and ensure the health and safety of San Francisco residents and businesses, and to protect and ensure the proper operation and maintenance of the SFPUC's water system and all connections to the water system.

Any questions about these Rules and Regulations and obtaining temporary water supply through Hydrants may be directed to the SFPUC Customer Service Bureau, 525 Golden Gate Avenue, 1st Floor, San Francisco, CA 94102, (415) 551-4770 (Monday to Friday, 8:00am to 5:00pm, except City holidays), or the SFPUC Meter Shop, 1990 Newcomb Avenue, San Francisco, CA 94124, (415) 550-4969 (Monday to Friday, 7:30-11:30am, 12:00-3:00pm, except City holidays). Please also visit www.sfpuc.gov for updated contact information and business hours.

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RULE 1.0 – DEFINITIONS

Unless otherwise expressly stated and defined in a separate Rule, the following terms in bold font shall, for the purpose of these Regulations, have the meaning indicated following the colon (:)

Applicant: A Person that submits an Application or a Permit Renewal Application to the SFPUC to obtain or renew a Permit in accordance with these Regulations.

Application: The form that an Applicant submits to the SFPUC to obtain a Permit in accordance with these Regulations, as shown in Appendix A to these Regulations, as the General Manager may amend from time to time.

Citation: A written citation issued by the SFPUC to a Person that describes the facts and events that are the basis of the Person's violation(s) of the terms and conditions of a Permit and/or these Regulations, through which any authorized SFPUC employee may enforce the terms and conditions of the Permit and these Regulations.

City: The City and County of San Francisco.

Commission: The governing board of the SFPUC.

General Manager: The General Manager of the SFPUC, or the General Manager's designee.

Hydrant: A low-pressured hydrant owned and operated by the SFPUC and connected to the SFPUC water system within the boundaries of San Francisco. The term Hydrant does not include any of the high-pressured hydrants owned and operated by the SFPUC that comprise the San Francisco Auxiliary Water Supply System, also known as the San Francisco Emergency Firefighting Water System.

Hydrant Meter Equipment: The SFPUC-owned equipment temporarily provided by the SFPUC to a Permittee following the SFPUC's issuance of a Permit to enable the Permittee to connect to and draw water from the Hydrant identified in its Permit for the duration of the Permit's term. Hydrant Meter Equipment includes, but is not limited to, (1) a 1-inch or 3-inch meter that measures the quantity of water drawn from a Hydrant, (2) a spanner wrench, (3) a hydrant connection flex hose, (4) two washers, and (5) a backflow prevention check valve, or other equipment that the SFPUC may provide.

Mobile Sanitation Services: Services such as street cleaning or power washing of sidewalks that require a source of water to provide sanitation and are provided at multiple locations in the City.

Permit: Written authorization issued by the General Manager to a Person for the purposes of connecting to and drawing metered water from a Hydrant for temporary water supply, consistent with these Regulations. Every Permit shall be revocable at the sole and absolute discretion of the SFPUC.

Permit Renewal Application: The form that an Applicant submits to the SFPUC to renew an active Permit in accordance with these Regulations, as shown Appendix B to these Regulations, as the General Manager may amend from time to time.

Permittee: A Person that receives a Permit and Hydrant Meter Equipment from the SFPUC to connect to and draw metered water from a Hydrant for the purpose of temporary water supply, consistent with these Regulations.

Person: Any individual, firm, partnership, association, corporation, company, organization, society, trust, joint venture, or government entity, including state and federal governments. The government of the City and County of San Francisco, including its departments and policy bodies, is not a Person for the purposes of these Regulations. The term Person includes a party that contracts directly with the City to perform construction management or construction services relative to a public work or improvement performed by or for the City; the prime contractor is responsible for its subcontractors' compliance with these Regulations.

Regulations: These SFPUC Rules and Regulations Governing Hydrant Use for Temporary Water Supply, including their appendices, adopted through Commission Resolution No. 25-0171, dated December 9, 2025, as may be amended from time to time.

San Francisco: The City and County of San Francisco.

SFFD: The San Francisco Fire Department.

SFPUC: The San Francisco Public Utilities Commission as an operating department of San Francisco.

SFPUC Meter Shop: The subdivision of the SFPUC's San Francisco Water Division that maintains Hydrant Meter Equipment and is located at 1990 Newcomb Avenue, San Francisco, CA 94124.

TIDA: The Treasure Island Development Authority.

Water System: The system of water utility infrastructure that is owned and operated by the SFPUC in San Francisco, which includes, among other water utility infrastructure, the Hydrant system, and the high-pressured hydrant system known as the San Francisco Auxiliary Water Supply System, also known as the San Francisco Emergency Firefighting Water System.

RULE 2.0 – PERMIT AND AUTHORIZED HYDRANT METER EQUIPMENT REQUIRED

2.1 – PERMIT REQUIRED

A Permit is required at all times for any Person to open, operate, or draw water from any Hydrant, unless that Person is an authorized employee of the SFPUC or SFFD or other emergency service provider engaged in fire suppression, or is an authorized employee of a City department other than the SFPUC or SFFD as provided in Rule 2.3. A Permittee shall access the Water System through a Hydrant only at the Permit's specified location and in conformance with the Permit's terms and conditions and these Regulations.

2.2 – AUTHORIZED HYDRANT METER EQUIPMENT REQUIRED

A Permittee shall connect to and draw water from the Hydrant associated with its Permit using only the SFPUC-authorized Hydrant Meter Equipment provided to the Permittee by the SFPUC Meter Shop for use during the Permit term. No non-SFPUC-issued equipment or hard-pipe plumbing of any form shall be used to connect to or draw water from a Hydrant at any time.

2.3 – WRITTEN AGREEMENT REQUIRED FOR HYDRANT USE BY CITY DEPARTMENTS

No employee of a City department other than the SFPUC and SFFD shall open, operate, or draw water from a Hydrant except pursuant to a written agreement between that department and the SFPUC that has been approved by the General Manager and the head of that department. Such agreement shall require, among its terms, that the authorized employees of that department use Hydrant Meter Equipment provided by the SFPUC Meter Shop at all times, and that any connection to and drawing of water from a Hydrant with Hydrant Meter Equipment shall be conducted in accordance with the *SFPUC Technical Standards and Operating Procedures for Hydrant and Hydrant Meter Equipment Use* (Appendix D to these Regulations, as the General Manager may amend from time to time).

RULE 3.0 – APPLICABLE LAWS AND RULES, INTERPRETATION, AND SEVERABILITY

3.1 – APPLICABLE LAWS AND RULES

(A) As a condition of receiving a Permit and Hydrant Meter Equipment from the SFPUC to connect to and draw water from a Hydrant for temporary water supply, and to maintain such authorization for the Permit duration, every Permittee shall comply with these Regulations and the SFPUC's *Rules and Regulations Governing Water Service to Customers*, established by Commission Resolution No. 19.786, dated December 15, 1959, as may be amended from time to time, and any other applicable rule or legal requirement under San Francisco, state, or federal law. Non-compliance by a Permittee may result in the suspension or revocation of a Permit; the confiscation of Hydrant Meter Equipment; the issuance of Citations; the imposition of administrative fines and penalties; the forfeiture of the Permittee's deposit; and the denial of future Applications for Permits, as provided in these Regulations (see Rule 17.2). In addition, tampering with Hydrants and Hydrant Meter Equipment is a misdemeanor under California Penal Code Sections 498 and 148.4 and upon conviction is punishable by imprisonment and/or by a fine.

(B) To the extent these Regulations conflict with any other provision of the San Francisco Municipal Code and are not otherwise preempted, these Regulations shall govern the use of and connection to Hydrants within San Francisco.

3.2 – ADMINISTRATION AND INTERPRETATION OF REGULATIONS

(A) The General Manager has the authority to administer and implement these Regulations and to adopt such administrative procedures, consistent with these Regulations, as the General Manager deems necessary to do so.

(B) In the event that any provision of these Regulations is alleged to be unclear and a determination as to the meaning of the provision is required, the matter shall be referred to the General Manager. The General Manager's determination as to the meaning of the provision shall be final and shall be deemed incorporated in these Regulations as though it were here fully set forth.

(C) In the event that any application of any provision of these Regulations is alleged to be unclear and a determination as to the application of the provision is required, the matter shall be referred to the General Manager. The General Manager's determination as to the application of the provision shall be final.

3.3 – SEVERABILITY

(A) If a court or agency of competent jurisdiction holds that any Rule, section, subsection, subdivision, paragraph, sentence, clause, or phrase of these Regulations is for any reason unconstitutional, invalid, or ineffective, such decision shall not affect the validity or effectiveness of the remaining portions of these Regulations. The SFPUC hereby declares that it would have passed each Rule, section, subsection, subdivision, paragraph, sentence, clause, or phrase of these Regulations, irrespective of the fact that any one or more Rules, sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases are declared unconstitutional, invalid, or ineffective.

(B) If a court or agency of competent jurisdiction holds that the application of any provision of these Regulations is invalid or ineffective in whole or in part, unless otherwise specified by the court or agency, the effect of such decision shall be limited to the Permit, Person, or situation immediately involved in the controversy, and the application of any such provision to other Permits, Persons, or situations shall not be affected.

(C) This Rule 3.3 shall apply to every portion of these Regulations as it has existed in the past, as it now exists, and as it may exist in the future, including all modifications, additions, and amendments.

RULE 4.0 – PERMIT PROCESS

4.1 – PERMIT APPLICATION

(A) **Application.** A Person may apply for a Permit by submitting an Application to the SFPUC Customer Service Bureau.

(B) **Eligibility**. To be eligible to receive a Permit, an Applicant shall:

(1) Open a new SFPUC water and wastewater service billing account and have no other SFPUC account that is not in good standing. The Applicant shall apply for its new account at the same time that it submits its Application. The Applicant and the account holder must be same Person.

(2) Pay all applicable fees, charges, and deposits to the SFPUC (see Rule 15.0). Payment shall be made by a check drawn on the business account of the Applicant, or as otherwise directed by the SFPUC, before the Permit issuance.

(3) Provide all of the information requested by the SFPUC in the Application. An Application without any of the information requested shall be deemed incomplete and denied, as shall an Application without the signature of the company officer or primary responsible party who shall be responsible for the Hydrant Meter Equipment's location and condition and the Permittee's compliance with these Regulations, if the Application is approved. That signature shall be in the form required by the SFPUC and shall serve as the Permittee's acknowledgment and agreement to all of the requirements of these Regulations and the terms and conditions of the Permit for which it has applied.

(C) **SFPUC Decision to Approve or Deny.** The decision whether to approve or deny any Application shall be in the sole and absolute discretion of the General Manager.

(D) **Effect of Approval.** Upon approval by the General Manager, the Application shall serve as the Permit. The Permit may be revoked pursuant to these Regulations and does not create for the Permittee a property interest or continued right of use beyond the Permit's conditions, term, or revocation.

(E) **Permittee Required to Report Changes.** The Permittee shall provide written notice to the SFPUC Customer Service Bureau if, during the Permit term, there are any changes to the information the Permittee provided at the time of its Application. This includes, but is not limited to, any business, contractor's, or driver's license updates, or billing address, phone number, or email address updates; or if the Permittee wishes to change the names of any of the individuals identified in the Permit as authorized to use the Hydrant or Hydrant Meter Equipment or as responsible for the Equipment's location and condition under the Permit. Depending on the nature and extent of the changes, the SFPUC may amend and reissue the Permit with the updated information.

4.2 – REASON FOR TEMPORARY WATER USE

(A) **Use of Water Limited.** The Applicant shall specify in its Application the reason it is seeking temporary water supply from the requested Hydrant or Hydrants. The only permissible reasons are:

- General Construction
- Filmmaking
- Special Event (e.g., street fair)
- Mobile Sanitation Services

(B) **Unavailability of Recycled Water.** The Applicant shall affirm in its Application that (1) recycled water, well water, or groundwater is not available for the contemplated temporary water use and (2) it will not be in violation of the SFPUC's Water Waste Restrictions under Section E, Rule 12 of the SFPUC's *Rules and Regulations Governing Water Service to Customers*, as may be amended from time to time.

4.3 – HYDRANT USE LOCATION

(A) **Permits for Single Hydrant Use.** The Applicant shall submit a separate Application for each individual Hydrant it seeks permission to use, unless one of the exceptions in Rule 4.3(b) or 4.3(c) applies. The Applicant shall specify the location of the individual Hydrant it is seeking permission to use in its Application by providing the nearest street address or street intersection in the City where the Hydrant is located and other requested information, which the SFPUC will use to determine the individual Hydrant that would be associated with the proposed Permit.

(B) **Permits for Multiple Hydrant Use**. An Applicant may submit a single Application for permission to use multiple Hydrants if the Applicant is a party contracting directly with the City to perform construction management or construction services relative to a public work or improvement performed by or for the City (City Public Work) and the Applicant wishes to obtain temporary water supply from Hydrants for that specific City Public Work. Such an Applicant shall specify the location of each of the individual Hydrants it is seeking permission to use in its Application by providing a list of the nearest street addresses or street intersections in the City where the Hydrants are located and other requested information, which the SFPUC will use to determine the each of the individual Hydrants that would be associated with the proposed Permit. Such an Applicant shall also specify in its Application the applicable City Public Work that qualifies it for this exception and, if a prime contractor, shall be responsible for its subcontractors' compliance with these Regulations if its Application is approved.

(C) **Permits for Mobile Sanitation Services.** An Applicant may submit a single Application for permission to use multiple Hydrants if the Applicant is a party that performs Mobile Sanitation Services under contract at different locations in the City and the Applicant wishes to obtain temporary water supply from Hydrants for those specific services. The only Hydrants that such an Applicant may access, once it is a Permittee, are the specific Hydrants designated for such use on the list that is provided in Appendix C to these Regulations (as the General Manager may amend from time to time), unless the SFPUC grants an exception authorizing the use of other Hydrants in its approval of the Application.

(D) **Only Low-Pressured Hydrants.** No high-pressured hydrant that is part of the San Francisco Auxiliary Water Supply System, also known as the San Francisco Emergency Firefighting Water System, may be accessed; Permits are unavailable for such use.

(E) **Treasure Island.** A Permit for any Hydrant located on Treasure Island requires additional approval from TIDA; such approval is not required for Hydrants located on Yerba Buena Island. The Applicant shall obtain TIDA's approval prior to applying for a Permit and present the TIDA approval letter with its Application. For additional information, Applicants may contact TIDA at (415) 274-0660.

4.4 – PERMIT DURATION

(A) The Applicant shall specify in its Application the start date, end date, and total duration of time that it requests for the Permit. The duration shall be at least one day and no more than six months, unless the Applicant is seeking to use water supply for Mobile Sanitation Services, in which case the duration shall be at least one day and no more than one year. After an Application is approved, the Permittee may apply for a one-time Permit extension or renewal as provided under Rule 14.0 of these Regulations.

4.5 – PROOF OF OTHER SAN FRANCISCO PERMITS OR LICENSES

(A) If the Applicant is applying for a Permit to use temporary water supply for general construction, including, but not limited to, work involving excavation or street or sewer repair, it shall submit with its Application a copy of the applicable, valid San Francisco Department of Building Inspection construction permit and/or San Francisco Department of Public Works contract and or permit.

(B) If the Applicant is applying for a Permit to use temporary water supply for filmmaking, it shall submit with its Application a copy of the applicable, valid San Francisco Film and Video Arts Commission filmmaking permit.

(C) If the Applicant is applying for a Permit to use temporary water supply for a special event in the City, it shall submit with its Application a copy of the applicable, valid San Francisco Department of Public Health special event permit.

(D) If the Applicant is applying for a Permit to use temporary water supply for Mobile Sanitation Services, it shall submit with its Application a copy of the applicable, valid San Francisco business license for its provision of Mobile Sanitation Services.

4.6 – HYDRANT FLUSHING

An Applicant seeking a Permit for filmmaking or a special event that will use Hydrant water for potable purposes (drinking and/or cooking) shall request that the SFPUC "flush" the Hydrant identified in the Application. An Application requesting Hydrant flushing shall be submitted at least five business days in advance of the filmmaking or special event so the SFPUC has adequate time to schedule and conduct the Hydrant flushing, which is a prerequisite to any such Hydrant use by a Permittee.

RULE 5.0 – HYDRANT METER EQUIPMENT PICK-UP

The Permittee shall schedule an appointment to pick up the Hydrant Meter Equipment at the SFPUC Meter Shop within 10 calendar days of Application approval. If the Permittee requires more time, it shall contact the SFPUC Meter Shop by telephone and schedule a new date and time for pick-up.

The Hydrant Meter Equipment shall be provided only to the representative of the Permittee identified in the Permit, who shall present a copy of the Permit and sign the Permittee Agreement and Acknowledgment Form (Appendix E of these Regulations, as the General Manager may amend from time to time) before receiving the Hydrant Meter Equipment.

RULE 6.0 – ON-SITE PROOF OF PERMIT AND SIGNAGE

6.1 – ON-SITE PROOF OF PERMIT

The Permittee shall keep a copy of the Permit on-site at all times that it is using the Hydrant and Hydrant Meter Equipment associated with its Permit and shall present the Permit to SFPUC or SFFD staff, law enforcement, or other City employees visiting the site upon request as proof of its authorization to use the Hydrant and Hydrant Meter Equipment.

6.2 – ON-SITE PRINTED SIGNAGE

At all times that the Hydrant and Hydrant Meter Equipment are in use, the Permittee shall display, within 10 feet of the Hydrant, a printed sign that the SFPUC has given to it with its Permit, which reflects the details of its Permit, including the Permit number; the Permittee's name and telephone number; the Permit duration, including start and end dates; and the SFPUC Meter Shop's telephone number and email address. The printed sign shall be attached to a post, pole, wall, barricade, or other object, where members of the public can easily read the required information but cannot tamper with it. The Permittee shall maintain the sign during the entire Permit term and remove the sign from the Hydrant location upon termination of the Permit (or in the case of Permittees accessing Hydrants for Mobile Sanitation Services, upon relocation to another site). If a sign is removed, modified, or altered in any way during the Permit term, the Permittee shall be responsible for obtaining and displaying a replacement sign containing the required information.

RULE 7.0 – USE OF HYDRANT AND HYDRANT METER EQUIPMENT

7.1 – PERMITTEE RESPONSIBLE FOR PROPER USE

(A) **Permittee Solely Responsible.** The Permittee shall be solely responsible for the proper use of the Hydrant and Hydrant Meter Equipment in conformance with the terms and conditions of the Permit and these Regulations.

(B) **Only Authorized Individuals.** The Permittee shall ensure that any employee or agent of the Permittee operating the Hydrant and Hydrant Meter Equipment under its Permit is one of the individuals identified and authorized to do so in its Permit, is properly trained and equipped, and complies with the Permit and these Regulations. No individual other than the individual(s) identified in the Permit shall be authorized to use the Hydrant or Hydrant Meter Equipment.

(C) **Only Authorized Equipment at Authorized Hydrant.** The Permittee shall use only the Hydrant Meter Equipment provided to the Permittee by the SFPUC Meter Shop to connect to and draw water from only the Hydrant(s) specified in its Permit (or in the case of a Permittee accessing Hydrants for Mobile Sanitation Services, from only the designated Hydrants listed in Appendix C). No non-SFPUC-issued equipment or hard-pipe plumbing of any form shall be used at any time to connect to or draw water from the specified Hydrant or as intermediate hoses, tubing, or piping attached to the Hydrant Meter Equipment (see Rule 8.0). Nor shall the Permittee use the Hydrant Meter Equipment at any unauthorized Hydrant.

(D) **Compliance with SFPUC Technical Standards for Hydrant Use.** The Permittee shall ensure that the Hydrant Meter Equipment is properly connected to the Hydrant during use and disconnected from the Hydrant when not in use. Any connection to and drawing of water from a Hydrant with Hydrant Meter Equipment shall be conducted in accordance with the *SFPUC Technical Standards and Operating Procedures for Hydrant and Hydrant Meter Equipment Use* (Appendix D to these Regulations, as the General Manager may amend from time to time).

(E) **Compliance with Cross-Connection Control Requirements.** The Permittee shall ensure that its use of the Hydrant and Hydrant Meter Equipment is in conformance with all Cross-Connection Control requirements within Section G of the SFPUC's *Rules and Regulations Governing Water Service to Customers*, as may be amended from time to time, and any other applicable rule or legal requirement under San Francisco, state, or federal law.

(F) **Accessibility for Inspection.** The Permittee shall ensure that the Hydrant and Hydrant Meter Equipment are physically accessible during use and exposed for inspection by the SFPUC at all times so the SFPUC may verify the Permittee's conduct is in accordance with the terms and conditions of its Permit and these Regulations, including all provisions of the *SFPUC Technical Standards and Operating Procedures for Hydrant and Hydrant Meter Equipment Use*.

7.2 – PERMITTEE RESPONSIBLE FOR CONDITION OF HYDRANT AND EQUIPMENT

(A) **Care and Security of Equipment.** The Permittee shall maintain and safeguard the Hydrant Meter Equipment while it is in its possession, exercising all possible care, and return the Hydrant Meter Equipment to the SFPUC in good working condition, without damage or modification, at the end of its Permit term.

(B) **Damage.** The Permittee shall be responsible for any damage to the Hydrant, Hydrant Meter Equipment, other SFPUC infrastructure and equipment, or other property resulting directly or indirectly from its activities under the Permit, and shall hold harmless, indemnify, and defend the SFPUC from and against any and all claims, liability, and losses for personal injury or property damage resulting directly or indirectly from the Permittee's activities under the Permit.

(C) **No Tampering.** Under no circumstances shall the Permittee tamper with a Hydrant or Hydrant Meter Equipment. Tampering may include, but is not limited to, altering or using a Hydrant or Hydrant Meter Equipment in a manner that is prohibited by, or otherwise inconsistent with, a Permit or these Regulations. Such tampering shall also be a violation of the SFPUC's *Rules and Regulations Governing Water Service to Customers* (see Rule E.5, Tampering with Department Property) and is a misdemeanor under California Penal Code Sections 498 and 148.4.

7.3 – OTHER REQUIREMENTS RELATED TO HYDRANT AND EQUIPMENT USE

(A) **No Sub-Lease or Transfer.** Under no circumstances shall the Permittee sub-lease or transfer use of the Hydrant Meter Equipment to another Person or allow an unauthorized Person to use, handle, or have possession of the Hydrant Meter Equipment.

(B) **Suspension of Use on Request.** The Permittee shall suspend use of the Hydrant and Hydrant Meter Equipment at any time during the term of its Permit upon the request of the SFPUC or SFFD or other emergency service providers engaged in fire suppression. The SFPUC or SFFD or other emergency service providers may make such a request under circumstances such as, but not limited to, when suspension of use is necessary for the maintenance and operation of the Water System; when the Permittee's use of a Hydrant may cause a risk to public health and safety; or when the Hydrant is needed for fire suppression purposes.

RULE 8.0 – USE OF UNAUTHORIZED EQUIPMENT

Use of unauthorized equipment, instead of or in association with the Hydrant Meter Equipment issued by the SFPUC, could compromise the Water System and create health and safety hazards. Any Permittee use of non-SFPUC-issued equipment (including non-SFPUC-issued spanner wrenches) or hard-pipe plumbing of any form to connect to or draw water from a Hydrant, or use of intermediate hoses, tubing, or piping attached to Hydrant Meter Equipment, is a violation of these Regulations. If use of unauthorized equipment also results in use of unmetered water, the Permittee shall be additionally charged as provided in Rule 17.5 of these Regulations.

RULE 9.0 – USE OF WATER DRAWN FROM HYDRANT

The Permittee shall use the water drawn from the Hydrant associated with its Permit only for the temporary water supply purpose stated in its Permit and at the location in the City identified in its Permit. Under no circumstances shall water be used for any other purpose, at any other location, or in a manner not described and authorized in the Permit.

RULE 10.0 – METER READING AND INSPECTION

10.1 – BILLING BASED ON PERIODIC METER READING AND INSPECTION

The Permittee shall receive and pay, in accordance with Rule 15.0 of these Regulations, a monthly or bi-monthly water utility bill for (1) the cost of providing water service to the Permittee based on a periodic reading of the Hydrant Meter Equipment associated with its Permit and the currently effective water service rates and fees assigned to the permitted use, and (2) the costs associated with any damage that are determined during inspection of the Hydrant Meter Equipment or Hydrants for which the Permittee may be charged pursuant to these Regulations.

10.2 – PROCESS FOR METER READING AND INSPECTION

(A) In the format directed by the SFPUC, and on a regular time period to be specified in the Permit, but no less frequently than once every two months for the duration of the Permit, the Permittee shall report to the SFPUC the meter reading on its Hydrant Meter Equipment, which reflects the quantity of water used by the Permittee since the previous reading. The Permittee shall also submit photographs of the Hydrant Meter Equipment to the SFPUC upon request, based upon which the SFPUC may require the Permittee to schedule an in-person inspection of the Hydrant Meter Equipment to confirm that it is in good working condition or that it requires repair or replacement.

(B) The Permittee shall present the Hydrant Meter Equipment to the SFPUC for an in-person inspection and test of the backflow prevention device or assembly on a regular time period to be specified in the Permit, but no less frequently than once every six months for the duration of the Permit.

(C) The Permittee shall comply with any request that it visit the SFPUC Meter Shop in person with the Hydrant Meter Equipment for the purposes of both meter readings and inspections, in lieu of the Permittee's report to the SFPUC as provided in Rule 10.2(a). The Permittee shall also comply with any alternative process for meter readings and inspections that the SFPUC establishes and communicates to the Permittee in the event that the SFPUC updates its Hydrant Meter Equipment to enable automated or "smart" meter readings or for any other reason.

10.3 – NON-REPORTING PENALTY

Any Permittee that does not report its meter reading to the SFPUC within the time period designated by the SFPUC shall be billed a Non-Reporting Penalty, for each month without reporting, in accordance with Rule 15.0 of these Regulations. This penalty is non-refundable even if the meter is read and inspected at a later date.

RULE 11.0 – DAMAGE TO, OR MALFUNCTIONING OF, HYDRANT OR EQUIPMENT

11.1 – PROTECTION OF HYDRANT METER EQUIPMENT

The Permittee shall be solely responsible for the proper care and protection of Hydrant Meter Equipment in its possession. If a Hydrant, or Hydrant Meter Equipment, is damaged or not operating properly during the Permit term, the Permittee shall immediately notify the SFPUC Meter Shop by telephone (415-550-4969) or by email (cddmetershop@sfwater.org).

11.2 – INSPECTION, REPAIR, AND REPLACEMENT

The SFPUC may dispatch staff to the Hydrant or the Hydrant Meter Equipment location for an assessment of the damage or operational issue, or require that the Permittee report to the SFPUC Meter Shop with the Hydrant Meter Equipment for inspection.

The SFPUC Meter Shop may repair or restore the Hydrant or the Hydrant Meter Equipment, and the Permittee shall be charged the actual cost of any damage or expenses incurred by the SFPUC, if the SFPUC determines that the damage resulted directly or indirectly from the Permittee's activities under the Permit.

Depending on the extent and circumstances of the damage to the Hydrant or Hydrant Meter Equipment, the SFPUC Meter Shop may, in its sole discretion, issue replacement Hydrant Meter Equipment for the Permittee's continued use during the remainder of the Permit term, or suspend or revoke the Permit and confiscate the Hydrant Meter Equipment.

11.3 – PERMITTEE RESPONSIBLE FOR DAMAGE AND INDEMNIFIES THE SFPUC

A Permittee that causes damage to SFPUC utility equipment or infrastructure, or other City equipment or infrastructure, as a consequence of a withdrawal of water from a Hydrant shall be responsible to the SFPUC and City for all loss, damage, or expenses incurred by the SFPUC and City. The Permittee shall also hold harmless, indemnify, and defend the SFPUC and City from and against any and all claims, liability, and losses for personal injury or property damage resulting directly or indirectly from the Permittee's activities under the Permit.

The SFPUC shall bear no responsibility or liability for unavailable or nonworking Hydrant Meter Equipment or the unavailability of a Hydrant. The Permittee shall hold the SFPUC harmless from any actual, speculative, incidental, or consequential damages arising out of or related to access to a Hydrant or operations under a Permit.

RULE 12.0 – LOST OR STOLEN HYDRANT METER EQUIPMENT

12.1 – REQUIREMENT TO REPORT LOSS OR THEFT

The Permittee shall be responsible for securing the Hydrant Meter Equipment to prevent loss or theft. If the Hydrant Meter Equipment is lost or stolen, the Permittee shall:

(A) Notify the SFPUC Meter Shop by telephone (415-550-4969) or by email (cddmetershop@sfwater.org) no later than one business day after the loss or theft.

(B) Submit a written statement to the SFPUC that (1) reports the date and circumstances of the theft or loss, (2) affirms that the Permittee shall immediately notify the SFPUC if the Hydrant Meter Equipment is found, and (3) expressly states that the Permittee attests to its written statement about the theft or loss under penalty of perjury. The Permittee shall send the written statement by email to both the SFPUC Meter Shop at cddmetershop@sfwater.org and the SFPUC Customer Service Bureau at csbhydrantmeter@sfwater.org no later than two business days after the loss or theft.

(C) File a police report if the Hydrant Meter Equipment has been stolen and provide a copy of the report to the SFPUC at the email addresses identified in Rule 12.1(b), above, within five business days of the theft.

(D) If the Permittee files an insurance claim for stolen Hydrant Meter Equipment, provide a copy of the claim to the SFPUC at the email addresses identified in Rule 12.1(b), above, within five business days of the claim submission.

12.2 – COSTS TO REPLACE LOST OR STOLEN EQUIPMENT

The Permittee shall be responsible to the SFPUC for the actual costs of the SFPUC purchasing new Hydrant Meter Equipment to replace any lost or stolen equipment, including expenses incurred. Such costs, which shall be charged to the Permittee, through the forfeiture of the Hydrant Meter Equipment Rental Deposit and additional charges as applicable, may be reversed, in whole or in part, in the event the Permittee is able to safely locate the lost or stolen Hydrant Meter Equipment within 15 business days of the reported loss or theft and it remains in good working order, without damage that requires repair.

12.3 – FALSE REPORTS OF LOST OR STOLEN EQUIPMENT

Any Hydrant Meter Equipment that has been reported as lost or stolen shall be confiscated if it is found in use by or in the possession of the Permittee or any other Person. If the Permittee continues to use Hydrant Meter Equipment it has reported as lost or stolen, the Permittee shall be billed for all water usage based on the last recorded meter reading, plus all applicable fees and charges, including for any damage to the Hydrant Meter Equipment or missing parts and connections.

RULE 13.0 – END OF PERMIT TERM

13.1 – AUTOMATIC PERMIT EXPIRATION

(A) A Permit shall automatically expire on the last day of its term. The Permittee shall stop all use of the Hydrant and the Hydrant Meter Equipment by that date if it has not obtained an approved Permit extension or renewal as provided under Rule 14.0 of these Regulations.

(B) Any use of the Hydrant and the Hydrant Meter Equipment by the Permittee beyond the last day of the Permit term is unauthorized use, in violation of these Regulations.

13.2 – RETURN OF HYDRANT METER EQUIPMENT

(A) The Permittee shall return the Hydrant Meter Equipment to the SFPUC Meter Shop no later than five calendar days after the last day of the Permit term. If the Permittee does not return the Hydrant Meter Equipment by that date, the SFPUC may attempt to recover the Hydrant Meter Equipment from its location in the field.

(B) If the Permittee does not return the Hydrant Meter Equipment to the SFPUC Meter Shop within one month after the last day of the Permit term, and the SFPUC has not been able to recover it in the field since the Permit's expiration, the Hydrant Meter Equipment shall be deemed lost or stolen, and the Permittee shall be responsible to the SFPUC, and charged, for the actual costs of the SFPUC purchasing new Hydrant Meter Equipment to replace the unreturned Hydrant Meter Equipment, including expenses incurred, through the forfeiture of its Hydrant Meter Equipment Rental Deposit and additional charges as applicable.

(C) The SFPUC shall inspect the Hydrant and the Hydrant Meter Equipment returned by the Permittee at the end of the Permit term or recovered from the field, and may charge the Permittee for any costs of damage revealed on inspection as provided in these Regulations.

RULE 14.0 – PERMIT EXTENSION OR RENEWAL

14.1 – REQUIREMENTS FOR EXTENSION OR RENEWAL

(A) A Permittee in good standing may apply to renew an active Permit as provided in this Rule 14.1. A Permit may be renewed only one time, unless it is a Permit to use temporary water supply for the purpose of Mobile Sanitation Services, in which case the Permit may be renewed more than one time, including on an annual basis. An expired Permit shall not be renewed.

(B) The Permittee shall submit a Permit Renewal Application to the SFPUC Customer Service Bureau, no later than 15 business days before the last day of the existing Permit term. The decision whether to approve or deny a Permit Renewal Application shall be in the sole discretion of the General Manager.

(C) The length of the renewal requested shall be equal to, or less than, the current term of the Permit (e.g., a three-month permit may be renewed for an additional three months, or less; a six-month permit may be renewed for an additional six months, or less).

(D) The Hydrant use location for the renewed Permit shall be the same as the use location for the active Permit. If a Permittee wishes to change location (i.e., connect to and draw water from a different Hydrant than the one in its original Permit), it shall complete a new Permit Application in accordance with Rule 4.0 of these Regulations.

(E) The same requirements that apply to a Permit Application under Rule 4.0 of these Regulations apply to a Permit Renewal Application. In addition, before the General Manager approves a Permit renewal, the following conditions shall be met:

(1) The Permittee shall bring the Hydrant Meter Equipment to the SFPUC Meter Shop for a meter reading and inspection within five business days of submitting the Permit Renewal Application.

(2) The SFPUC Meter Shop may recommend renewal based on the results of the inspection. The SFPUC Meter Shop shall not recommend renewal if the Hydrant Meter Equipment is significantly damaged or in poor working condition due to improper use or care by the Permittee.

(3) There shall be no evidence of damage to the Hydrant associated with the Permit due to the Permittee's use during the expiring Permit term.

(4) The Permittee's SFPUC water and wastewater service billing account and Permit shall be in good standing (e.g., no payments shall have been delinquent, no required meter readings and inspections shall have been missed, and there shall be no evidence of Hydrant Meter Equipment misuse by the Permittee or other violations of the Permit or these Regulations).

(F) The Permittee shall pay a renewed Connection Fee at the time of its Permit Renewal Application, in addition to the initial Connection Fee it paid at the time of its original Permit Application, but shall not be required to pay a second Hydrant Meter Equipment Rental Deposit (see Rule 15.0). Rather, the Permittee shall pay to the SFPUC any difference between the Deposit amount previously paid at the time of its original Permit Application

and the Deposit amount in effect at the time of the Permit Renewal Application. The Deposit that the Permittee paid to the SFPUC at the time of the original Permit Application, plus any such additional amount, shall carry forward as the Deposit for the renewed term, if approved.

RULE 15.0 – PERMIT FEES, CHARGES, AND DEPOSITS

15.1 – PAYMENT REQUIRED TO RECEIVE PERMIT AND EQUIPMENT

The Permittee shall pay all applicable fees, charges, and deposits (fees) included in Appendix F to these Regulations, as the General Manager may amend from time to time, in order to receive and maintain its Permit. Certain fees shall be due at the time of Application or Permit Renewal Application, and others shall be charged on the Permittee's monthly or bi-monthly billing statement, as applicable.

15.2 – TIME PAYMENT IS DUE

The Permittee shall pay its monthly or bi-monthly billing statement within 15 calendar days after the bill date. Any fee not paid within 30 calendar days after the bill date shall be subject to an additional late payment penalty. A Permittee's failure to timely pay a bill may result in confiscation of the Hydrant Meter Equipment and revocation of the Permittee's Permit, as provided in Rule 16.0 of these Regulations.

15.3 – DEPOSIT AND REFUND

The Hydrant Meter Equipment Rental Deposit, which is equivalent to the estimated replacement cost of the Hydrant Meter Equipment, shall be refunded to the Permittee without interest, less any outstanding bill payments due, after the Permittee's account is closed at the end of the Permit term, unless the Permittee has failed to return the Hydrant Meter Equipment to the SFPUC as provided under Rule 13.2 or the Permit has been revoked due to the Permittee's violation of these Regulations or the Permit's terms and conditions, resulting in the forfeiture of the Permittee's deposit.

The Permittee shall be financially responsible for any damage to Hydrants, Hydrant Meter Equipment, or other SFPUC equipment or infrastructure during the Permit term, as provided in these Regulations. The SFPUC may bill the Permittee for the actual costs of such damage or deduct the actual costs from the Permittee's deposit if the damage is discovered at the end of the Permit term.

RULE 16.0 – PERMIT REVOCATION AND METER EQUIPMENT CONFISCATION

Every Permit shall be revocable, and upon any Permit's revocation, the Permittee shall return or the SFPUC shall confiscate the Hydrant Meter Equipment associated with the Permit.

The General Manager shall have the sole and absolute discretion to immediately revoke any Permit and confiscate Hydrant Meter Equipment, with or without cause, and without advance notice to Permittee. The SFPUC will issue written notice of the revocation to the address listed on the Permit.

The General Manager may revoke a Permit for cause, including, but not limited to, the Permittee's failure to comply with any requirement of these Regulations; any of the terms or conditions of its Permit; the SFPUC's *Rules and Regulations Governing Water Service to Customers*; or any other applicable rule or legal requirement under San Francisco, state, or federal law. The General Manager may also revoke a Permit where access to the Hydrant for routine or emergency fire protection purposes is impeded or continued use of the Hydrant presents a threat to the Water System or public health or safety.

A Person whose Permit has been revoked for cause due to a violation of these Regulations or any Permit term or condition shall forfeit the deposit associated with its Permit.

A Person whose Permit has been revoked who seeks to challenge the revocation on the grounds that any violations leading to the revocation are insubstantial or have been remedied shall follow the administrative review and appeal procedures provided in Rule 18.0 of these Regulations.

The General Manager may, in the General Manager's sole discretion, deny a future Application for a Permit on the grounds of revocation of a Permit within the previous five years.

RULE 17.0 – INSPECTION AND ENFORCEMENT

17.1 – INSPECTION

Every Permit and every Permittee's activities with respect to Hydrant use for temporary water supply under these Regulations shall be subject to inspection by the SFPUC.

17.2 – ENFORCEMENT GENERALLY

The SFPUC may enforce the terms and conditions of any Permit and these Regulations through the suspension or revocation of Permits; the confiscation of Hydrant Meter Equipment; the issuance of Citations; the imposition of administrative fines and penalties; the denial of future Applications for Permits; and any other available enforcement action, as provided under these Regulations. Any action that the SFPUC takes to enforce the terms and conditions of a Permit and these Regulations may be in addition to, and is not exclusive or preclusive of, any other available remedy, whether criminal, civil, or administrative, that the SFPUC may pursue in a particular case to ensure a Person's compliance with a Permit, these Regulations, and any other applicable law or regulation.

17.3 – CITATIONS

Where the SFPUC has determined that a Person has violated any of the terms and conditions of a Permit and/or these Regulations, the SFPUC, through any authorized SFPUC employee, may enforce the Permit and these Regulations by issuing a Citation to the Person in a manner consistent with these Regulations and Chapter 100 of the San Francisco Administrative Code, "Procedures Governing the Imposition of Administrative Fines," as that Chapter may be amended from time to time, and Article 4 of the San Francisco Public Works Code, as that Article may be amended from time to time.

The Citation shall (1) name the Person to whom the Citation is issued; (2) identify the Rules and/or Permit terms and conditions that have been violated; (3) describe the condition or circumstances that constitute the violation(s), including the address or location and date of the violation(s), as applicable; (4) specify the amount of the fine imposed for each violation; (5) specify the date by which the fine must be paid, the procedure for making payment, and the consequences of the failure to pay; (6) provide that the Person may seek to challenge any individual citation within the Citation following the administrative review and appeal procedures specified in Rule 18.0 of these Regulations; and (7) provide the date the Citation is issued and the name and signature of the SFPUC employee who is the charging official.

Each day that a violation continues or there is non-compliance with any term or condition of a Permit or these Regulations constitutes a separate violation that may be subject to a separate fine.

17.4 – FINES

(A) Any Person violating or otherwise engaging in prohibited conduct under a Permit and/or these Regulations may be subject to fines as provided under this Rule 17.0. If the violator is an individual employee or agent of a Permittee, the fine shall be assessed against the Permittee at the SFPUC's discretion.

(B) All violations and respective fines may be cumulative of each other (one Citation may contain multiple fines) and shall be imposed in addition to, and neither exclusive nor preclusive of, any other civil or criminal federal, state, or local fine or penalty under the law or of any other remedy available to the SFPUC under the law or under a lease, permit, or contract. The SFPUC reserves all rights with respect to its enforcement of these Regulations and of its leases, permits, and contracts.

(C) The amount of fines set forth in this Rule 17.0 shall be calculated for each violation cited under these Regulations. The SFPUC shall impose a second offense charge when the Person has violated the same Rule twice within a period of one year. The SFPUC shall impose a third offense charge when the Person has violated the same Rule three times or more within a period of one year. Given the specific circumstances of the violation and the Rule, the SFPUC, in its sole discretion, may determine that a violation of the same Rule is not a repeat offense for purposes of determining the amount of a fine.

(D) Fine amounts for each offense as described in subdivision (c), above, are as follows:

(1) First offense: $100

(2) Second offense: $200

(3) Third or more offense: $500

(E) Payment of any fine shall be due to the SFPUC within 30 calendar days of the date of the Citation. Fines that remain unpaid shall be subject to a late payment penalty plus interest as described in Chapter 100 of the San Francisco Administrative Code. In the event that a Person receiving a Citation fails or refuses to pay a fine, the General Manager, in the General Manager's sole discretion, may suspend or revoke a Permit and/or may deny reinstatement of an existing Permit or issuance of any future Permit until such time as the fine is paid in full with interest compounded monthly. In the event that the Person receiving a Citation files a timely request for review or appeal, then the fine shall be payable as provided in Rule 18.0, below.

17.5 – ASSESSMENT OF CHARGES FOR USE OF UNMETERED WATER

As a condition of receiving a Permit, the Permittee shall acknowledge and agree that for any Permittee violation of these Regulations or the Permit that results in the use of unmetered water, the volume of such unmetered water would be impossible or extremely difficult to calculate. Under such circumstances, the SFPUC shall assess the Permittee a charge of 100 units per day of the violation's occurrence as a reasonable estimation of the unmetered use, at the same rate charged for metered water. This charge is separate from, in addition to, and not exclusive or preclusive of any other fines assessed under these Regulations.

RULE 18.0 – ADMINISTRATIVE REVIEW AND APPEAL PROCEDURE

18.1 – GENERAL PROCEDURE

(A) Any Person seeking to challenge a Citation or Permit revocation under these Regulations (Requestor) shall follow the administrative review and appeal procedures of this Rule 18.0. The grounds for any such review or appeal shall be that there was no violation of these Regulations or the Permit terms and conditions, or that the Person cited did not commit the violation, or in the case of Permit revocation, that violations leading to the revocation are insubstantial or have been remedied. A Requestor may seek review of a Citation or Permit revocation, and following the review, may appeal from a decision affirming or amending the Citation or Permit revocation. Requests for review or appeal must be received by the SFPUC within the time(s) specified below. The Requester is solely responsible for assuring that the request is timely received. The SFPUC will consider only a properly documented and timely request. Failure to submit a properly documented and timely request for review or appeal will be considered acceptance of the Citation or Permit revocation that the Requestor may have sought to challenge.

(B) Communications required under this Rule 18.0 shall be sent by electronic mail to csbhydrantmeter@sfwater.org, unless the Requester does not have access to email. In that event, the request may be sent in paper form addressed to:

Customer Service Bureau
San Francisco Public Utilities Commission
525 Golden Gate Avenue, 2nd Floor
San Francisco, CA 94102

(C) Any request for review or appeal shall be submitted on the template form attached to these Regulations as Appendix G, as the General Manager may amend from time to time, and shall include the following information:

(1) The name, mailing address, email address, phone number, and any other relevant contact information of the Requestor.

(2) The Citation number or Permit number and revocation date, and the date of the initial review decision (if requesting an appeal).

(3) A description of the Citation or Permit revocation, which adequately describes or demonstrates that the Requestor is the Person to whom the Citation or Permit revocation applies or applied. This description shall include, where applicable, the date, time, location, and circumstances of the Citation or Permit revocation, and the name and title of the SFPUC employee who issued the Citation or Permit revocation.

(4) Where available, a true and correct copy of the written notice of Citation or Permit revocation or other record or document the SFPUC provided to the Requester regarding the Citation or Permit revocation.

(5) The alleged basis for the review or appeal, including evidence and/or legal justification that, if found true, would support rescission, amendment, or reversal of

the Citation or Permit revocation. This basis shall also describe the manner in which the Requestor alleges to have been aggrieved.

(6) The relief sought by the review or appeal.

(7) A statement signed under penalty of perjury that the evidence and allegations in the request for review or appeal are true and correct to the best of the Requestor's knowledge.

18.2 – REVIEW PROCESS

(A) A request for review must be received by the SFPUC within 15 calendar days of the date the notice of Citation or Permit revocation is issued. The General Manager shall designate an SFPUC employee to review a request. The designated reviewer will have no personal knowledge of the incident resulting in the Citation or Permit revocation being challenged.

(B) The reviewer may request additional information from the Requestor; Requestor's failure to provide the stated information within the time specified by the reviewer will result in a decision based on the information available.

(C) Within 30 calendar days of receipt of the request for review, the reviewer shall issue an administrative decision affirming, dismissing, or amending the Citation or Permit revocation. Payment of any fine following a final decision affirming or amending a Citation upholding such fine shall be due within 15 calendar days of the date the administrative decision is issued.

18.3 – APPEAL PROCESS

(A) An administrative decision affirming or amending a Citation or Permit revocation may be appealed within 15 calendar days of the date the decision is issued. The request for appeal must include information detailing the basis for the appeal. The General Manager shall designate an SFPUC employee to hear an appeal (hearing officer). The hearing officer will have no personal knowledge of the incident resulting in the Citation or Permit revocation being challenged, and the hearing officer's regular job duties will be outside the direct chain of command of either the citing official or the reviewer.

(B) The hearing officer may request additional information from the appellant; appellant's failure to provide the information within the time specified by the hearing officer shall result in a decision based on the information available. The hearing officer may, in the hearing officer's sole discretion, invite both the appellant and a representative of the SFPUC's Water Enterprise, Customer Service Bureau, or other SFPUC division with knowledge of the Citation or Permit revocation to a hearing to state their respective positions and answer questions posed by the hearing officer. Any such hearing may be in person or be submitted in writing as directed by the hearing officer.

(C) The hearing officer shall issue an administrative decision affirming, dismissing, or amending the Citation or Permit revocation. The hearing officer's decision shall be final on the date issued. The hearing officer shall issue a decision within 60 calendar days of the date of the receipt of the written appeal. Payment of any fine following a final decision

affirming or amending a Citation upholding such fine shall be due within 15 calendar days of the date the decision is issued.

RULE 19.0 – EMERGENCY SUSPENSION OF REGULATIONS

The General Manager is authorized to temporarily suspend these Regulations, in whole or in part, for a maximum of 12 months in the event the Mayor of San Francisco or the Commission declares an emergency and the General Manager determines the conditions creating the emergency could or do critically compromise the functionality of the Water System and endanger public health and safety. The General Manager is also authorized to temporarily suspend these Regulations, and any Permits issued in accordance with these Regulations, during periods of water shortage. Such determination shall be made in writing and set forth findings that support the suspension of these Regulations in whole or part, with notification to the Commission.

San Francisco Water Power Sewer
Services of the San Francisco Public Utilities Commission

APPENDIX A: APPLICATION FOR HYDRANT USE AND METER EQUIPMENT PERMIT

[SFPUC Rules and Regulations for Hydrant Use, Rule 4.0]

Hydrant Use for Temporary Water Supply – Initial Permit

Permit Number: *(For SFPUC Personnel Only)*: _____

Permit Period - Start date: _____

Permit Period – End date: _____

Total Duration: _____

Shall not exceed 6 months, unless Applicant performs mobile sanitation services in which case shall not exceed 1 year.

Section 1: Applicant/Permittee Information

Company name: _____

Federal Tax ID number: _____

Phone number: _____

Mailing address: _____

Email address: _____

San Francisco Business License number: _____

License expiration date (MM/DD/YYYY): _____

California Contractor's License number: _____

License expiration date (MM/DD/YYYY): _____

Section 2: Permit Details

Reason for temporary water use: Select only one of the four permissible reasons below.

☐ Filmmaking

☐ General Construction *Complete attachment to provide details.

☐ Mobile Sanitation Services

☐ Special Events

Meter size: ☐1-inch ☐ 3-inch

Location of temporary water use (e.g., street address of construction project or event) If a contractor for City Public Work or Mobile Sanitation Services provider, complete attached page listing all locations:

Name of project (for general construction use only): _____

Does water discharge into the sewer? ☐ Yes ☐ No
Wastewater charges may apply.

Is recycled water, well water, or groundwater available for use? ☐ Yes ☐ No

☐ If not, check this box to affirm that Applicant will not be in violation of the SFPUC's Water Waste Restrictions under Section E, Rule 12 of the SFPUC's Rules and Regulations Governing Water Service to Customers.

Will the water be used for drinking or potable use? ☐ Yes ☐ No
Must provide 5 business days advance notice of event for hydrant flushing.

Hydrant location - identify nearest street address or street intersection:

Only <u>one</u> hydrant may be used unless multiple hydrant locations exception criteria are met.

☐ **Multiple Hydrant Locations Exception:** The only exceptions to this rule are for (1) an Applicant that is a party contracting directly with the City to perform construction management or construction services relative to a public work or improvement performed by or for the City(City Public Work) or (2) an Applicant that performs Mo-bile Sanitation Services, such as power-washing or street-cleaning, under contract at different locations in the City. Such an Applicant may submit a single Application for multiple Hydrants by (1) checking this box if it qualifies for this exception, (2) identifying the name of the City Public Work, or providing a description of the Mobile Sanitation Services it performs, on the attached page, and (3) if a contractor for City Public Work, listing on the attached page each of the Hydrants' locations by nearest street address or intersection. An Applicant that performs Mobile Sanitation Services may only use the designated hydrants listed in Appendix C of the SFPUC Rules and Regulations Governing Hydrant Use for Temporary Water Supply, and no other hydrants.

Section 3: Company Officer or Primary Responsible Party

This person shall be responsible for the Hydrant Meter Equipment's location and condition (and meter read submittals) and the Permittee's compliance with the SFPUC Rules and Regulations Governing Hydrant Use for Temporary Water Supply, if the Permit is approved.

Full name: _____

Title: _____

Phone number: _____

Email address: _____

California driver's license number or state identification number: _____

I certify that I am an authorized representative of the Applicant/Permittee named above, and I shall be the primary responsible party acting on behalf of Permittee if the Permit is approved. I understand that this Application is for a Permit to use only the individual Hydrant requested for only the temporary water supply reason requested, and only the individuals identified in section 5 below shall be authorized to use the Hydrant and Hydrant Meter Equipment under the Permit if approved. I understand that this Application shall become the Permit upon the SFPUC's approval, with the preconditions of Applicant's holding an SFPUC water service billing account in good standing and Applicant's proof of payment to the SFPUC of all applicable fees, charges, and deposits. I understand that Permittee shall use only SFPUC-issued Hydrant Meter Equipment to connect to and draw water from a Hydrant, in accordance with the SFPUC Technical Standards and Operating Procedures for Hydrant and Hydrant Meter Equipment Use, and that this Permit may be revoked at any time; citations and fines may be issued; additional charges or penalties may be assessed; and Permittee's deposit may be forfeited, if Permittee violates any term or condition of this Permit or the SFPUC Rules and Regulations Governing Hydrant Use for Temporary Water Supply. I agree that Permittee shall accept service of any citations at the Permittee mailing and billing address, or at the Permittee email address, listed above. I acknowledge that Permittee shall keep a copy of this Permit on-site at all times that it is using the permitted Hydrant and Hydrant Meter Equipment and shall report to the SFPUC for regular meter readings and inspections on the schedule specified in the Permit. I acknowledge that Permittee shall maintain and safeguard the Hydrant Meter Equipment while in its possession and return it to the SFPUC promptly and in proper working condition at the Permit's expiration. I further acknowledge that Permittee shall be liable for any damage to the SFPUC's Hydrants, Hydrant Meter Equipment, water system infrastructure, and other property during the term of this Permit and shall pay any related expenses incurred by the SFPUC and be responsible for any lost or stolen Hydrant Meter Equipment. Permittee shall comply with the SFPUC Rules and Regulations Governing Hydrant Use for Temporary Water Supply, the SFPUC Rules and Regulations Governing Water Service to Customers, and any other applicable rule or legal requirement under San Francisco, State, or Federal law, as a condition of receiving and maintaining this revocable Permit for its full duration. My signature, on behalf of Permittee, releases the SFPUC, and Permittee agrees to hold harmless, indemnify, and defend the SFPUC, from and against any and all claims, liability, and losses for personal injury or property damage resulting directly or indirectly from Permittee's activities under the Permit. Further, Permittee shall hold the SFPUC harmless from any actual, speculative, incidental, or consequential damages arising out of or related to access to a Hydrant or operations under a Permit.

Signature: _____

Date: _____

Section 4: Company Representative A

This person shall pick up the Hydrant Meter Equipment from the SFPUC Meter Shop and sign the Permittee Agreement and Acknowledgement Form (Appendix E).

Full name: _____

Title: _____

Phone number: _____

Email address: _____

California driver's license number or state identification number: _____

Section 5: Company Representatives B and C

Only these 2 individuals shall be authorized to use the Hydrant and Hydrant Meter Equipment under the Permit and they may each be contacted by the SFPUC if a situation arises with the Permit or Hydrant Meter Equipment.

Company Representative B

Full name: _____

Title: _____

Phone number: _____

Email address: _____

California driver's license number or state identification number: _____

Company Representative C

Full name: _____

Title: _____

Phone number: _____

Email address: _____

California driver's license number or state identification number: _____

San Francisco Water Power Sewer
Services of the San Francisco Public Utilities Commission

For SFPUC – Customer Services Bureau Personnel Only

Permittee SFPUC billing account number: _____

Meter read due dates: _____

Print First initial & last name or clerk #: _____

Date: _____

For SFPUC – Meter Shop Personnel Only

Hydrant Meter Serial #: _____

Hydrant Meter Antenna Serial #: _____

Backflow Prevention Assembly Serial #: NA

Hydrant Metering Equipment Issued By (first initial & last name): _____

Date: _____

Hydrant Meter Start Read: _____

Metering equipment issued:

☐ Backflow Prevention Assembly for 1” Hydrant Meter

☐ Backflow Prevention Assembly for 3” Hydrant Meter Flex hose

☐ Hydrant endpoint/antenna

☐ Hydrant endpoint/antenna guard

☐ Hydrant female connection

☐ Hydrant meter 1” inch

☐ Hydrant meter 3” inch

☐ Meter male connection

☐ Permit posting

☐ SFWD backflow prevention check valve

☐ SFWD spanner wrench

☐ Washers (2x)

San Francisco Water Power Sewer
Services of the San Francisco Public Utilities Commission

Additional Information for Applicant that (a) uses water for General Construction

and/or (b) is a Contractor for City Public Work

Note: As a general rule, an Applicant must submit a separate Application for each individual Hydrant it seeks permission to use. An Applicant may, however, submit a single Application for permission to use multiple Hydrants if the Applicant is a party contracting directly with the City to perform construction management or construction services relative to a public work or improvement performed by or for the City (City Public Work) and the Applicant wishes to obtain temporary water supply from Hydrants for that specific City Public Work.

1. Name of Applicant: _____

2. Date of Application: _____

3. Is this a General Construction project or City Public Work? _____

4. Name of General Construction Project or City Public Work: _____

5. City Public Work contract #: _____

6. Description of construction activities water will be used for:

7. If a General Construction project, identify the location of the 1 Hydrant that Applicant requests to use, by nearest street address or intersection:

8. **If a Contractor for City Public Work, list of the locations of each Hydrant that Applicant requests to use, by nearest street address or intersection:**

9. If a Contractor for City Public Work, list of the locations where Applicant will use temporary water supply from Hydrants, by nearest street address or intersection:

Additional Information for Applicant that provides Mobile Sanitation Services

1. Name of Applicant: _____

2. Date of Application: _____

3. Description of the Mobile Sanitation Services that Applicant performs:

Note: An Applicant that performs Mobile Sanitation Services may only use the designated Hydrants listed in Appendix C of the SFPUC Rules and Regulations Governing Hydrant Use for Temporary Water Supply, and no other hydrants.

4. List of the locations where Applicant will use temporary water supply from the designated Hydrants, by nearest street address or intersection:

5. Will you use a vehicle with a fillable tank? ☐Yes ☐ No

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APPENDIX B: APPLICATION FOR HYDRANT USE AND METER EQUIPMENT PERMIT RENEWAL

[SFPUC Rules and Regulations for Hydrant Use, Rule 14.0]

Hydrant Use for Temporary Water Supply – Renewal Permit

Permit Number: (*For SFPUC Personnel Only*) _____

Initial Permit Period - Start date to End date: _____

Initial Total Duration: _____

Renewal Period - Start date to End date: _____

Renewal Total Duration: _____

Shall not exceed Initial Total Duration.

Section 1: Applicant/Permittee Information

Company name: _____

Federal Tax ID number: _____

Phone number: _____

Mailing address: _____

Email address: _____

San Francisco Business License number: _____

License expiration date (MM/DD/YYYY): _____

California Contractor's License number: _____

License expiration date (MM/DD/YYYY): _____

Section 2: Permit Details

Reason for temporary water use: ***Select only one of the four permissible reasons below.***

☐ Filmmaking

☐ General Construction *Complete attachment to provide details.

☐ Mobile Sanitation Services

☐ Special Events

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Services of the San Francisco Public Utilities Commission

Meter size: ☐1-inch ☐ 3-inch

Location of temporary water use (e.g., street address of construction project or event) If a contractor for City Public Work or Mobile Sanitation Services provider, complete attached page listing all locations:

Name of project (for general construction use only): _____

Does water discharge into the sewer? ☐ Yes ☐ No
Wastewater charges may apply.

Is recycled water, well water, or groundwater available for use? ☐ Yes ☐ No

☐ If not, check this box to affirm that Applicant will not be in violation of the SFPUC's Water Waste Restrictions under Section E, Rule 12 of the SFPUC's Rules and Regulations Governing Water Service to Customers.

Will the water be used for drinking or potable use? ☐ Yes ☐ No
Must provide 5 business days advance notice of event for hydrant flushing.

Hydrant location - identify nearest street address or street intersection:

Only <u>one</u> hydrant may be used unless multiple hydrant locations exception criteria are met.

☐ **Multiple Hydrant Locations Exception:** The only exceptions to this rule are for (1) an Applicant that is a party contracting directly with the City to perform construction management or construction services relative to a public work or improvement performed by or for the City(City Public Work) or (2) an Applicant that performs Mo-bile Sanitation Services, such as power-washing or street-cleaning, under contract at different locations in the City. Such an Applicant may submit a single Application for multiple Hydrants by (1) checking this box if it qualifies for this exception, (2) identifying the name of the City Public Work, or providing a description of the Mobile Sanitation Services it performs, on the attached page, and (3) if a contractor for City Public Work, listing on the attached page each of the Hydrants' locations by nearest street address or intersection. An Applicant that performs Mobile Sanitation Services may only use the designated hydrants listed in Appendix C of the SFPUC Rules and Regulations Governing Hydrant Use for Temporary Water Supply, and no other hydrants.

San Francisco Water Power Sewer
Services of the San Francisco Public Utilities Commission

Section 3: Company Officer or Primary Responsible Party

This person shall be responsible for the Hydrant Meter Equipment's location and condition (and meter read submittals) and the Permittee's compliance with the SFPUC Rules and Regulations Governing Hydrant Use for Temporary Water Supply, if the Permit is approved.

Full name: _____

Title: _____

Phone number: _____

Email address: _____

California driver's license number or state identification number: _____

I certify that I am an authorized representative of the Applicant/Permittee named above, and I shall be the primary responsible party acting on behalf of Permittee if the Permit is approved. I understand that this Application is for a Permit to use only the individual Hydrant requested for only the temporary water supply reason requested, and only the individuals identified in section 5 below shall be authorized to use the Hydrant and Hydrant Meter Equipment under the Permit if approved. I understand that this Application shall become the Permit upon the SFPUC's approval, with the preconditions of Applicant's holding an SFPUC water service billing account in good standing and Applicant's proof of payment to the SFPUC of all applicable fees, charges, and deposits. I understand that Permittee shall use only SFPUC-issued Hydrant Meter Equipment to connect to and draw water from a Hydrant, in accordance with the SFPUC Technical Standards and Operating Procedures for Hydrant and Hydrant Meter Equipment Use, and that this Permit may be revoked at any time; citations and fines may be issued; additional charges or penalties may be assessed; and Permittee's deposit may be forfeited, if Permittee violates any term or condition of this Permit or the SFPUC Rules and Regulations Governing Hydrant Use for Temporary Water Supply. I agree that Permittee shall accept service of any citations at the Permittee mailing and billing address, or at the Permittee email address, listed above. I acknowledge that Permittee shall keep a copy of this Permit on-site at all times that it is using the permitted Hydrant and Hydrant Meter Equipment and shall report to the SFPUC for regular meter readings and inspections on the schedule specified in the Permit. I acknowledge that Permittee shall maintain and safeguard the Hydrant Meter Equipment while in its possession and return it to the SFPUC promptly and in proper working condition at the Permit's expiration. I further acknowledge that Permittee shall be liable for any damage to the SFPUC's Hydrants, Hydrant Meter Equipment, water system infrastructure, and other property during the term of this Permit and shall pay any related expenses incurred by the SFPUC and be responsible for any lost or stolen Hydrant Meter Equipment. Permittee shall comply with the SFPUC Rules and Regulations Governing Hydrant Use for Temporary Water Supply, the SFPUC Rules and Regulations Governing Water Service to Customers, and any other applicable rule or legal requirement under San Francisco, State, or Federal law, as a condition of receiving and maintaining this revocable Permit for its full duration. My signature, on behalf of Permittee, releases the SFPUC, and Permittee agrees to hold harmless, indemnify, and defend the SFPUC, from and against any and all claims, liability, and losses for personal injury or property damage resulting directly or indirectly from Permittee's activities under the Permit. Further, Permittee shall hold the SFPUC harmless from any actual, speculative, incidental, or consequential damages arising out of or related to access to a Hydrant or operations under a Permit.

Signature: _____

Date: _____

Section 4: Company Representative A

This person shall pick up the Hydrant Meter Equipment from the SFPUC Meter Shop and sign the Permittee Agreement and Acknowledgement Form (Appendix E).

Full name: _____

Title: _____

Phone number: _____

Email address: _____

California driver's license number or state identification number: _____

Section 5: Company Representatives B and C

Only these 2 individuals shall be authorized to use the Hydrant and Hydrant Meter Equipment under the Permit and they may each be contacted by the SFPUC if a situation arises with the Permit or Hydrant Meter Equipment.

Company Representative B

Full name: _____

Title: _____

Phone number: _____

Email address: _____

California driver's license number or state identification number: _____

Company Representative C

Full name: _____

Title: _____

Phone number: _____

Email address: _____

California driver's license number or state identification number: _____

San Francisco Water Power Sewer
Services of the San Francisco Public Utilities Commission

For SFPUC – Customer Services Bureau Personnel Only

Permittee SFPUC billing account number: _____

Meter read due dates: _____

Print First initial & last name or clerk #: _____

Date: _____

For SFPUC – Meter Shop Personnel Only

Hydrant Meter Serial #: _____

Hydrant Meter Antenna Serial #: _____

Backflow Prevention Assembly Serial #: NA

Hydrant Metering Equipment Issued By (first initial & last name): _____

Date: _____

Hydrant Meter Start Read: _____

Metering equipment issued:

☐ Backflow Prevention Assembly for 1” Hydrant Meter

☐ Backflow Prevention Assembly for 3” Hydrant Meter Flex hose

☐ Hydrant endpoint/antenna

☐ Hydrant endpoint/antenna guard

☐ Hydrant female connection

☐ Hydrant meter 1” inch

☐ Hydrant meter 3” inch

☐ Meter male connection

☐ Permit posting

☐ SFWD backflow prevention check valve

☐ SFWD spanner wrench

☐ Washers (2x)

San Francisco Water Power Sewer
Services of the San Francisco Public Utilities Commission

Additional Information for Applicant that (a) uses water for General Construction

and/or (b) is a Contractor for City Public Work

Note: As a general rule, an Applicant must submit a separate Application for each individual Hydrant it seeks permission to use. An Applicant may, however, submit a single Application for permission to use multiple Hydrants if the Applicant is a party contracting directly with the City to perform construction management or construction services relative to a public work or improvement performed by or for the City (City Public Work) and the Applicant wishes to obtain temporary water supply from Hydrants for that specific City Public Work.

1. Name of Applicant: _____

2. Date of Application: _____

3. Is this a General Construction project or City Public Work? _____

4. Name of General Construction Project or City Public Work: _____

5. City Public Work contract #: _____

6. Description of construction activities water will be used for:

7. If a General Construction project, identify the location of the 1 Hydrant that Applicant requests to use, by nearest street address or intersection:

8. **If a Contractor for City Public Work, list of the locations of each Hydrant that Applicant requests to use, by nearest street address or intersection:**

9. If a Contractor for City Public Work, list of the locations where Applicant will use temporary water supply from Hydrants, by nearest street address or intersection:

Additional Information for Applicant that provides Mobile Sanitation Services

1. Name of Applicant: _____

2. Date of Application: _____

3. Description of the Mobile Sanitation Services that Applicant performs:

Note: An Applicant that performs Mobile Sanitation Services may only use the designated Hydrants listed in Appendix C of the SFPUC Rules and Regulations Governing Hydrant Use for Temporary Water Supply, and no other hydrants.

4. List of the locations where Applicant will use temporary water supply from the designated Hydrants, by nearest street address or intersection:

5. Will you use a vehicle with a fillable tank? ☐Yes ☐ No

APPENDIX C: LIST OF HYDRANTS DESIGNATED FOR USE BY PERMITTEES THAT USE WATER SUPPLY FOR MOBILE SANITATION SERVICES

[SFPUC Rules and Regulations for Hydrant Use, Rule 4.3(c)]

Permittees that perform Mobile Sanitation Services under contract at different locations in the City that wish to obtain temporary water supply from Hydrants for those specific services may only access the specific Hydrants designated for such use on the following list. Use of any other Hydrant is prohibited, unless the SFPUC grants an exception authorizing use of another Hydrant in an individual Permit.

The General Manager may amend this list from time to time. For confirmation of the current designated Hydrants, please refer to Appendix C of the Rules and Regulations available on the SFPUC website at www.sfpuc.gov.

Landmark Near Designated Hydrant	Street Address of Landmark	Location of Designated Hydrant
SFPUC Water Department, City Distribution Division Headquarters	1990 Newcomb Ave.	Newcomb St. (cross street: Rankin St.)
SFPUC Southeast Wastewater Treatment Plant	750 Phelps St.	Phelps St. (cross street: Jerrold Ave.)
SFPUC Southeast Community Center	1550 Evans St.	Evans St. (cross street: 3rd St.)
SFPUC North Point Wastewater Treatment Plant	120 Bay St.	Bay St. (cross street: Kearny St.)
S.F. Fire Station 4	449 Mission Rock St.	Terry A. Francois Blvd. (cross street: Mission Rock St.)
S.F. Fire Station 29	299 Vermont St.	16th St. (cross street: Kansas St.)
S.F. Fire Station 34	499 41st Ave.	Geary Blvd. (cross street: 41st Ave.)
S.F. Fire Station 49	2242 Jerrold Ave.	Jerrold Ave. (cross street: Napoleon St.)
SFMTA Muni Metro East Maintenance Facility	601 25th St.	Illinois St. (mid-block) (cross street: Cesar Chavez St.)
SFMTA Muni Islais Creek Division	1301 Cesar Chavez St.	Indiana St. (cross street: Cesar Chavez St.)

APPENDIX D: TECHNICAL STANDARDS AND OPERATING PROCEDURES FOR HYDRANT AND HYDRANT METER EQUIPMENT USE

[SFPUC Rules and Regulations for Hydrant Use, Rule 7.1]

SUMMARY AND BACKGROUND

Rule 7.1(d) of the San Francisco Public Utilities Commission's (SFPUC) Rules and Regulations Governing Hydrant Use for Temporary Water Supply (Regulations), adopted by Commission Resolution No. 25-0171, on December 9, 2025, as may be amended from time, provides that any Person that receives a Permit and Hydrant Meter Equipment from the SFPUC to connect to and draw metered water from a Hydrant for the purpose of temporary water supply (Permittee) shall ensure that the Hydrant Meter Equipment is properly connected to the Hydrant during use and disconnected from the Hydrant when not in use.

Rule 7.1(d) further provides that any connection to and drawing of water from a Hydrant with Hydrant Meter Equipment shall be conducted in accordance with these *SFPUC Technical Standards and Operating Procedures for Use of Hydrants and Hydrant Meter Equipment for Temporary Water Supply* (Standards), which are incorporated within the Regulations as Appendix D.

The purpose of these Standards is to provide Permittees with technical knowledge and understanding of how to correctly operate Hydrants and Hydrant Meter Equipment, both to protect and ensure the health and safety of San Francisco residents and businesses, and to protect and ensure the proper operation and maintenance of the SFPUC's water system and all connections to the water system.

All Permittees are required to watch the SFPUC's instructional video "*How to Connect to a Hydrant*," which is available on the SFPUC website at https://www.sfpuc.gov/accounts-services/service-installations/fire-hydrant-request-temporary-use, and to follow all instructions in that video as well as those in these Standards. Permittees shall also refer to **Diagrams A, B, C, and D** within these Standards for illustrations of the Hydrant Meter Equipment and how to properly connect to and operate Hydrants using this equipment.

Any non-compliance with the specific instructions provided in these Standards, or other requirements of the Regulations, by a Permittee may result in the suspension or revocation of a Permit; the confiscation of Hydrant Meter Equipment; the issuance of Citations; the imposition of administrative fines and penalties; the forfeiture of the Permittee's deposit; and the denial of future Applications for Permits, as provided in the Regulations.

Any questions about these Standards may be directed to the SFPUC Meter Shop, 1990 Newcomb Avenue, San Francisco, CA 94124, (415) 550-4969 (Monday to Friday, 7:30-11:30am, 12:00-3:00pm, except City holidays), SFWDHydrantMeters@sfwater.org. Please also visit www.sfpuc.gov for updated contact information and business hours.

1.0 AUTHORIZED HYDRANT METER EQUIPMENT

1.0 The SFPUC provides each Permittee a hydrant meter equipment kit that includes the following items listed below. Images of the items can be found in Diagram A:

1. Hydrant Female Connection
2. Flex Hose
3. Meter Male Connection
4. Hydrant Meter
5. SFWD Backflow Prevention Check Valve
6. Two Washers
7. SFWD Spanner Wrench
8. Permit Posting (Public Notice) attached to A-Frame Barricade resting over hydrant meter

1.1 The Hydrant Meter Equipment that the SFPUC provides to each Permittee is the ONLY equipment that may be used to connect to or draw water from a Hydrant at any time. No non-SFPUC-issued equipment, such as any wrench other than the SFPUC-provided Spanner Wrench, and no hard-pipe plumbing of any form shall be used.

2.0 FLUSHING THE HYDRANT

The Permittee shall:

2.0 Slowly remove the Hydrant's **lower** outlet nozzle cap using the Spanner Wrench issued by the SFPUC and ensure that the cap is stored safely while the Hydrant is in use.

2.1 Never remove the upper outlet nozzle cap of the Hydrant, as Permittees are prohibited from accessing water from the Hydrant via the upper outlet nozzle.

2.2 Slowly open the Hydrant outlet at the **lower** Hydrant spindle, using the Spanner Wrench issued by the SFPUC, in order to release water. The Permittee shall make sure that water does not flood adjacent private property or street drainage and flush until the water runs clear.

2.3 After the water runs clear, slowly and fully close the lower Hydrant outlet.

3.0 POSITION OF HYDRANT METER

The Permittee shall:

3.0 Place the Hydrant Meter flat on the ground next to the Hydrant with the dial of the Hydrant Meter facing up and the dial's protective lid closed.

3.1 Ensure that the side of the Hydrant Meter that has the Backflow Prevention Check Valve with a "male" connection point for the Permittee's spout or hose is facing away from the Hydrant, and the arrow on the body of the Hydrant Meter is pointing away from the Hydrant in the direction that the water will flow.

3.2 Place a riser (e.g., wooden board(s) or plank(s)) underneath the Hydrant Meter to provide stable support for the Hydrant Meter when it is in use. Ensure that the riser has enough height to make the upper end of the Flex Hose level with the Hydrant's lower outlet nozzle, once it is connected, and not bear any weight.

4.0 CONNECTION TO HYDRANT

The Permittee shall:

4.0 Slowly remove the Hydrant's **lower** outlet nozzle cap using the Permittee's hands, or the Spanner Wrench, and ensure that the cap is stored safely while it is removed.

4.1 Never remove the upper outlet nozzle cap of the Hydrant, as Permittees are **prohibited** from accessing water from the Hydrant via the upper outlet nozzle.

4.2 Insert a Washer into the "female" Hydrant adapter side of the Flex Hose and connect that end of the Flex Hose to the Hydrant's lower outlet. The Permittee shall tighten the connection by hand, most but not all of the way.

4.3 Insert a Washer into the second end of the Flex Hose and connect that end to the inlet side of the Hydrant Meter, opposite the side with the Backflow Prevention Check Valve. The Permittee shall tighten the connection by hand, most but not all of the way.

4.4 Confirm that the riser is placing the Hydrant Meter in the correct position, flat on the ground and on the same level as the upper end of the Flex Hose. If it is not, the Permittee shall adjust the height of the riser until the Hydrant Meter is in the correct position, never allowing it to tilt or dangle without support.

4.5 Use the Spanner Wrench to further tighten both (1) the Flex Hose's connection to the Hydrant's lower outlet nozzle and (2) the Flex Hose's connection to the Hydrant Meter.

4.6 Never hold onto the vertical section of the Flex Hose when connecting (or disconnecting) the Hydrant Meter Equipment to the Hydrant, as it might break.

4.7 Connect the Permittee's own spout or hose (which is not a part of the Hydrant Meter Equipment) to the Hydrant Meter's check valve to enable use of water from the Hydrant once it is open and in operation.

5.0 OPERATION OF HYDRANT AND HYDRANT METER EQUIPMENT

The Permittee Shall

5.0 Use the Spanner Wrench to slowly open the Hydrant's **lower** valve spindle (which is opposite the lower outlet nozzle where the upper end of the Flex Hose is connected) by turning it in the counterclockwise direction and start to release water out of the Hydrant. Slowly opening and closing the lower valve spindle will protect the Hydrant and prevent any surges.

5.1 Check for leaks at connections and tighten connections as necessary.

5.2 Never open the upper valve spindle, as its operation by Permittees is **prohibited**.

5.3 Keep the Hydrant's lower spindle valve open fully at all times that the Hydrant is in use, as partial opening of the spindle valve may cause chattering and water hammers.

5.4 Keep the Spanner Wrench attached to the lower valve spindle at all times that the Hydrant is in use, so it may quickly be used to open or close the Hydrant in the event of an emergency.

5.5 Regulate the flow of water from the Hydrant through the Hydrant Meter Equipment at all times that the Hydrant is in use.

5.6 Ensure that there are no leaks at any connection point when the Hydrant and Hydrant Meter Equipment are in use. The Permittee shall immediately stop operation of the Hydrant and Hydrant Meter Equipment in the event of any detected leak and report the leak to the SFPUC Meter Shop at 415-550-4969.

5.7 Never leave the Hydrant Meter Equipment unattended at any time that it is connected to the Hydrant and in use.

6.0 TURNING OFF HYDRANT

The Permittee shall:

6.1 Turn off the flow of water from the Hydrant whenever the Permittee does not need to access the Hydrant for water supply.

6.2 Turn off the flow of water from the Hydrant by slowly turning, in the clockwise direction, the lower valve spindle on the Hydrant, using the Spanner Wrench, until it is in the fully closed position. Ensure that no water is leaking, or "weeping," from the Hydrant once it is turned off.

7.0 DISCONNECTION OF HYDRANT METER EQUIPMENT

The Permittee shall:

7.0 Disconnect the Flex Hose from the Hydrant and the Hydrant Meter using the Spanner Wrench, whenever the Permittee does not need to access the Hydrant for water supply, including at the end of each day when work stops and during times of each day when no work is in progress.

7.1 Reattach the Hydrant's lower outlet nozzle cap once the Flex Hose is disconnected, to protect the nozzle's threads, and secure the cap tightly using the Spanner Wrench.

7.2 Keep the Hydrant Meter Equipment in a safe and secure place when it is not in use, handle it with care during transport and storage, and promptly return it to the SFPUC at the end of the Permit term as required in the Regulations.

Diagrams

The SFPUC provides the following diagrams to support proper use of fire hydrants. Please refer to Diagrams A, B, C, and D below and watch the SFPUC Meter Shop's instructional video "*How to Connect to a Hydrant*" on the SFPUC website at https://sfpuc.gov/accounts-services/service-installations/hydrant-meters.

Diagram A: Diagram

Photo image of the Hydrant Meter Equipment that the SFPUC provides to each Permittee for use includes the following:

Diagram B: Photo image of proper way to connect to hydrant using SFPUC provided hydrant meter equipment

Diagram C: Photo images 1) of proper way to connect to hydrant using SFPUC provided hydrant meter equipment with specific instructions, and 2) SFPUC provided spanner wrench.

Diagram D: Photo image of hydrant meter connection, showing proper and improper connections. Only SFPUC wrench may be used. Permittee is required to review images prior to use.

Photo diagrams A – D as described above on the proceeding pages.

Diagram A – SFWD Hydrant Meter Kit

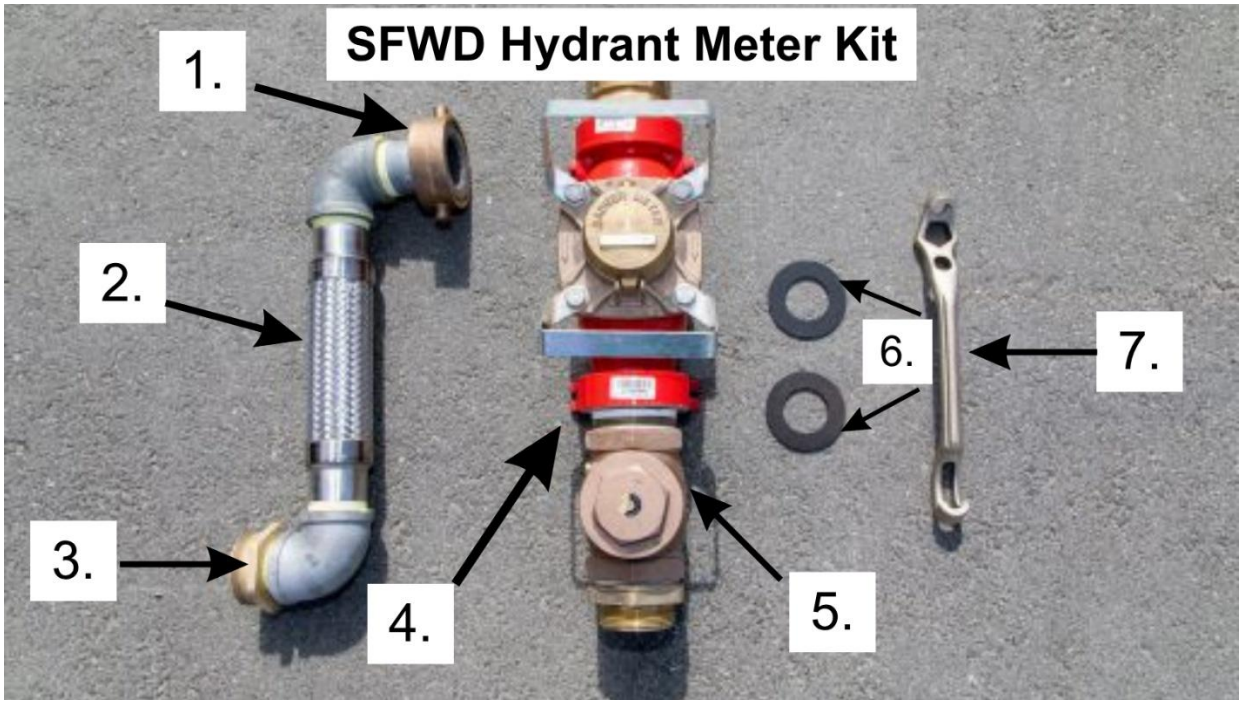


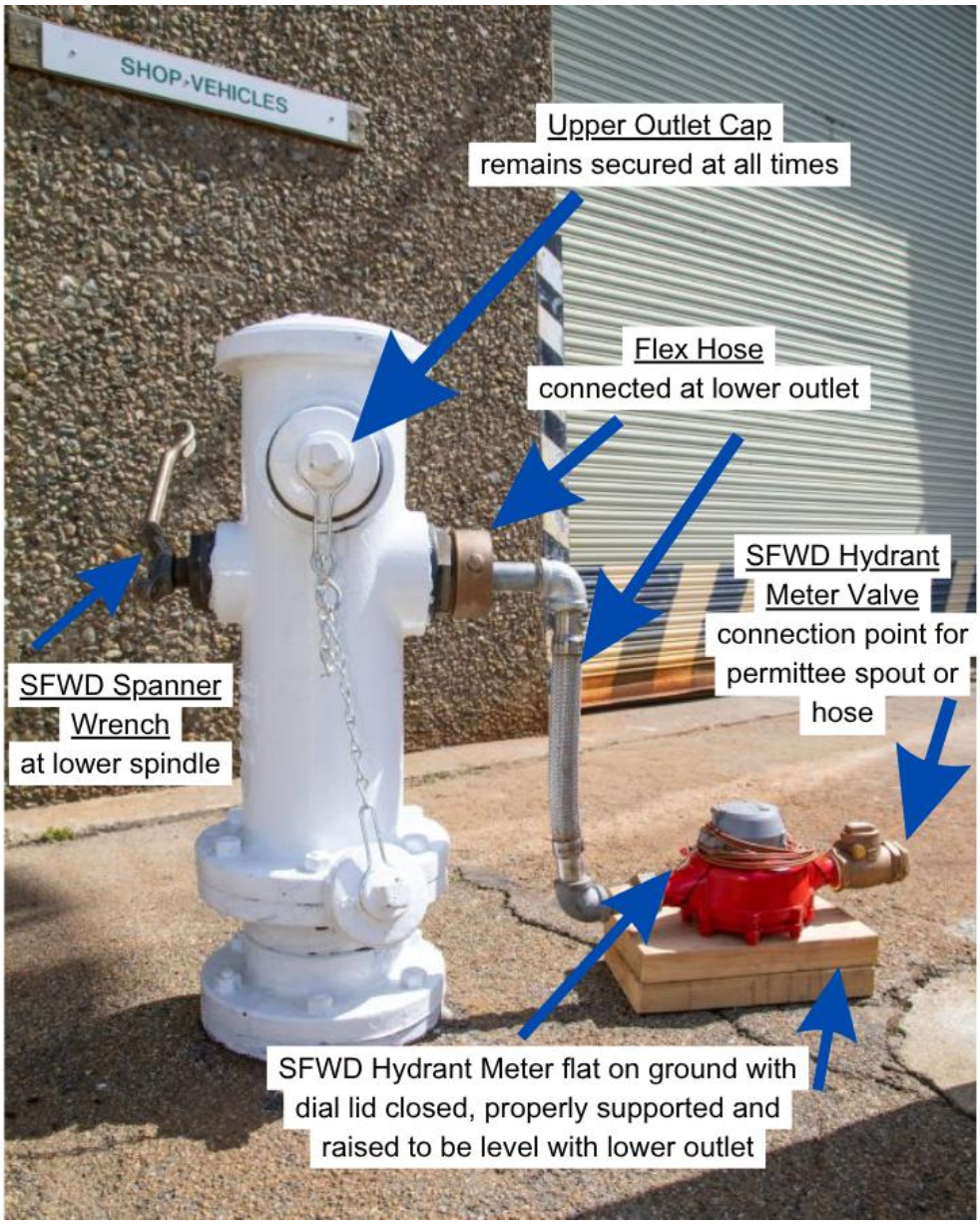
Photo of the SFWD hydrant meter kit and its contents.

Permit posting (public notice) attached to a-frame barricade.

Diagram A Key

1. Hydrant Female Connection
2. Flex Hose
3. Meter Male Connection
4. Hydrant Meter
5. SFWD Backflow Prevention Check Valve
6. Two Washers
7. SFWD Spanner Wrench
8. Permit Posting (Public Notice) attached to A-Frame Barricade resting over hydrant meter

Diagram B - Demonstrates Proper/Correct Connection Set Up of Hydrant Meter

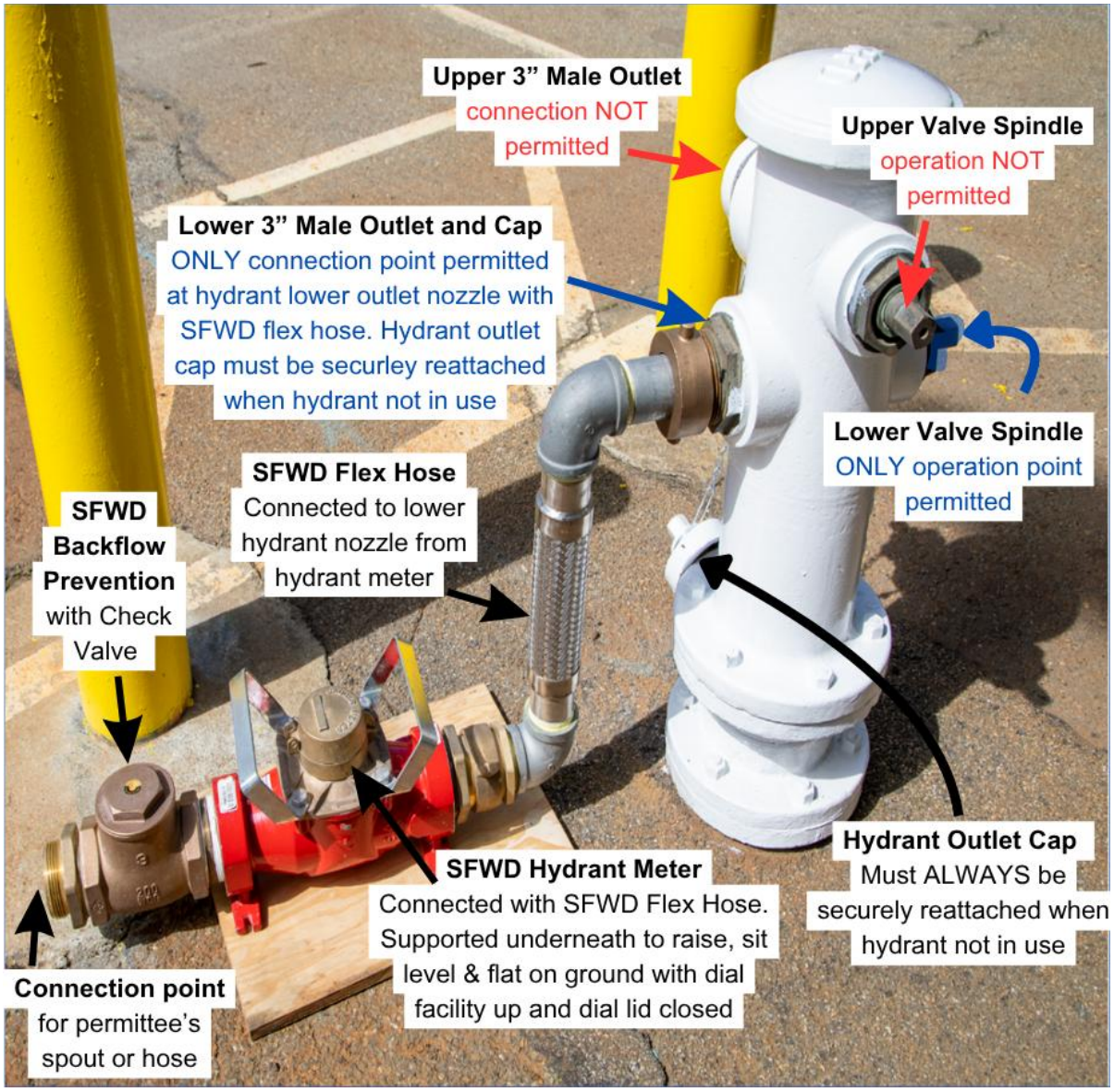


Picture that demonstrates proper/correct connection set up of hydrant meter.

(*IMPORTANT NOTE - Damage to hydrant nozzle may impede emergency firefighting response if rescue crews are unable to connect fire hoses to the fire hydrant due to stripped nozzle threads caused by improper or unpermitted hydrant connections).

Diagram C - Properly Connected Hydrant and Hydrant Meter Equipment to SFWD Fire Hydrant

Diagram C Key
Red = Reserved for SFFD use only. Permittees never allowed to use Hydrant's upper spindle or outlet.
Blue = Hydrant Permittees may only use Hydrant's lower spindle and outlet, and SFFD's Spanner Wrench.
Black = Names of SFFD Hydrant Meter Equipment and Hydrant parts.

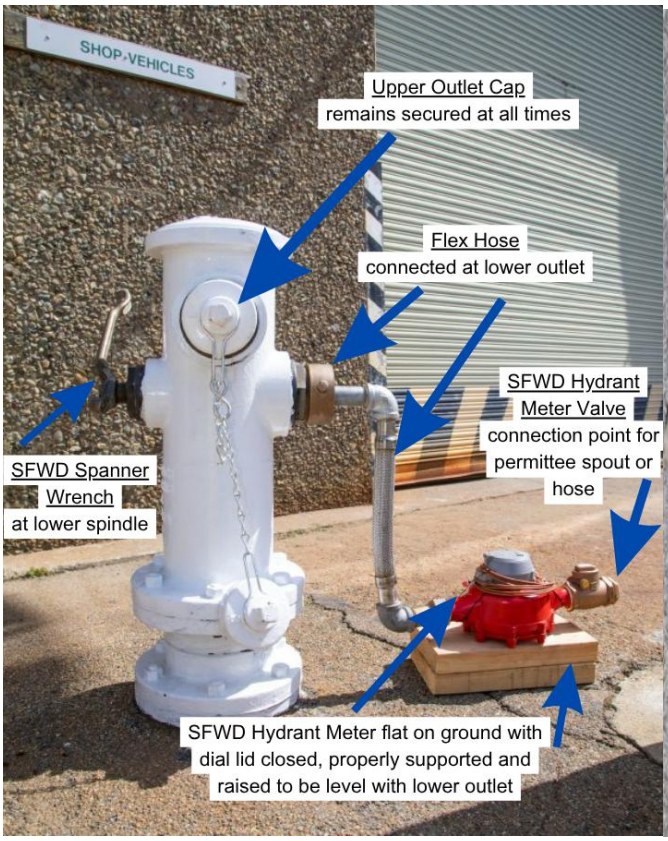


Demonstration of all parts of the hydrant and hydrant meter equipment properly connected to SFWD fire hydrant.

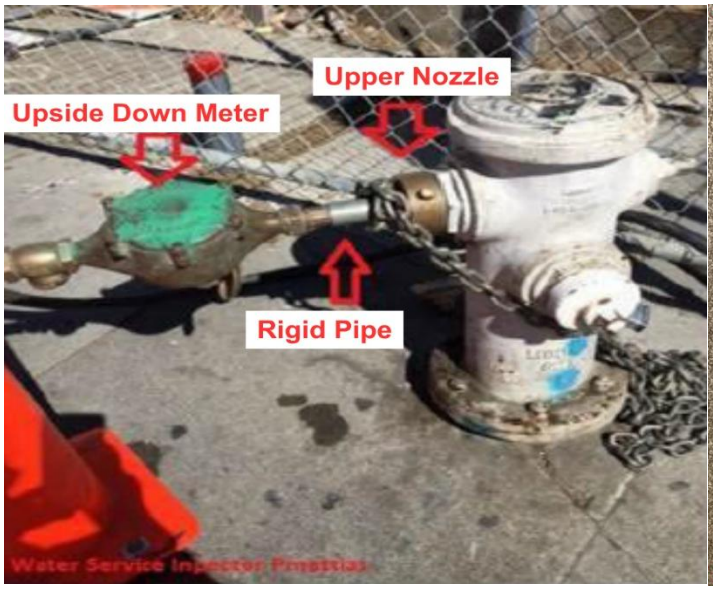
SFWD spanner wrench the ONLY permissible wrench for operation of hydrant valve spindle.

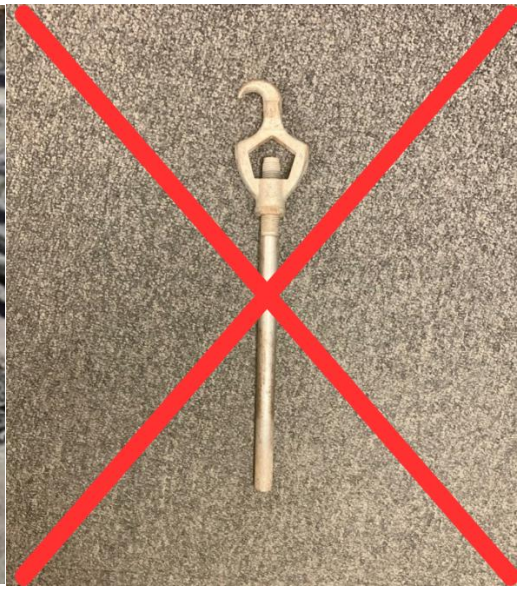
Diagram D Hydrant Meter Connections

Only Permissible SFWD Hydrant Meter Connection



Proper/correct connection set up of hydrant meter. SFWD spanner wrench.





INCORRECT connection of hydrant meter. Non-SFWD approved wrench (never permitted).

San Francisco Water Power Sewer
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APPENDIX E: PERMITTEE AGREEMENT AND ACKNOWLEDGMENT FORM

[SFPUC Rules and Regulations for Hydrant Use, Rule 5.0]

This form shall be signed by the Permittee representative picking up the Hydrant Meter Equipment at the SFPUC Meter Shop following Permit Application approval. The name of the individual signing the form must match the name of the individual identified in the Permit.

The SFPUC has granted _____ a revocable Permit (Permit No. _____), to temporarily connect to and draw water from the low-pressured fire hydrant (Hydrant) located at _____, as identified in the Permit, starting on _____ and ending on _____.

I am signing this Permittee Agreement and Acknowledgment Form, as authorized, on behalf of Permittee, as a condition of the Permit and the SFPUC's provision, to me, of the Hydrant Meter Equipment that the Permittee shall use to connect to and draw water from the Hydrant at all times during the Permit term.

1. I verify that the only individual(s) who shall use the Hydrant Meter Equipment to connect to and draw water from the Hydrant are the individual(s) identified as such on the Permit.
2. I attest that those individual(s):
    a. Have reviewed and/or will review the SFPUC Rules and Regulations Governing Hydrant Use for Temporary Water Supply before connecting to or drawing water from the Hydrant identified in the Permit, and shall comply with every rule and regulation therein;
    b. Have reviewed and/or will review the *SFPUC Technical Standards and Operating Procedures for Hydrant and Hydrant Meter Equipment Use* (Appendix D to the SFPUC Rules and Regulations Governing Hydrant Use for Temporary Water Supply, as may be amended from time to time) before connecting to or drawing water from the Hydrant identified in the Permit, and shall comply with every rule and condition of use therein;
    c. Have watched and/or will watch the SFPUC's educational video about the proper use and maintenance of the Hydrant Meter Equipment and Hydrants, available on the SFPUC's website (www.sfpuc.gov), as may be updated from time to time, before connecting to or drawing water from the Hydrant identified in the Permit, and shall only use and maintain the Hydrant Meter Equipment and Hydrants as instructed therein;
    d. Shall connect to and draw water from only the Hydrant identified in the Permit, and at no other Hydrant location, and for only the temporary water supply purpose identified in the Permit; and

e. Shall not use any equipment other than the Hydrant Meter Equipment provided by the SFPUC to connect to and draw water from the Hydrant identified in the Permit.

3. I acknowledge and understand the Permittee's obligation to bring the Hydrant Meter Equipment to the SFPUC Meter Shop for regular reading and inspection, and/or submit a meter reading report as directed by the SFPUC, on the schedule set forth in the Permit and that the Permittee shall be subject to a non-reporting penalty if the Permittee does not do so.

4. I acknowledge and understand that the Permittee shall maintain and safeguard the Hydrant Meter Equipment while in its possession and return it to the SFPUC promptly and in proper working condition at the Permit's expiration, and the Permittee shall be responsible for any damage to the Hydrant or Hydrant Meter Equipment and for any lost or stolen Hydrant Meter Equipment, and the costs thereof.

5. I acknowledge and understand that the Permit may be revoked, the Hydrant Meter Equipment may be confiscated, and the Permittee may be subject to citations, fines, and penalties, and may forfeit its deposit and its ability to apply for future Permits, if the Permittee violates any term, condition, or requirement of the Permit and the SFPUC Rules and Regulations Governing Hydrant Use for Temporary Water Supply.

6. I agree that if the Permittee applies for, and the SFPUC approves, an extension or renewal of the Permit pursuant to the SFPUC Rules and Regulations Governing Hydrant Use for Temporary Water Supply, each of the statements I have made in this Permittee Agreement and Acknowledgement Form, on behalf of the Permittee, shall continue to apply to the extended or renewed Permit for the duration of its term.

_____ _____

Name Date

_____

Title

_____

Company / Employer [Permittee]

_____

Phone Number

_____

Email Address

_____

California Driver's License Number

APPENDIX F: PERMIT FEES, CHARGES, AND DEPOSITS

[SFPUC Rules and Regulations for Hydrant Use, Rule 15.0]

The Permittee shall pay all applicable fees, charges, and deposits (fees) included in the following table, as the General Manager may amend from time to time, in order to receive and maintain its Permit. Certain fees shall be due at the time of Application, and others shall be charged on the Permittee's monthly or bi-monthly billing statement, as applicable. These fees are effective as of July 1, 2026, and are subject to change at the beginning of each Fiscal Year (July 1 to June 30). For additional details and confirmation of the current rates, please refer to the SFPUC's Rate Schedules and Fees for Water and Sewer Service, available on the SFPUC website at www.sfpuc.gov.

Charges, Rates, and Fees*	**1-inch meter**	**3-inch meter**
Deposit	$3,716.45	$5,556.45
Connection fee	$955.00	$955.00
Monthly service charge	$71.07	$357.10
Cost per unit of water	$13.13	$13.13
Utility tax	7.50%	7.50%
Non-reporting penalty	$328.22	$328.22
Flushing fee**	$1,168.68	$1,168.68
Damaged parts	Actual cost	Actual cost
Lost or stolen meter	$3,716.45	$5,556.45

*Rates are subject to change at the beginning of each fiscal year without notice to hydrant meter customers. For additional details, refer to Schedule W-5 and W-41B of the Rate Schedules & Fees for Water and Sewer Service.

**Per hydrant

San Francisco Water Power Sewer
Services of the San Francisco Public Utilities Commission

APPENDIX G: FORM FOR REQUEST FOR REVIEW OR APPEAL OF CITATION OR PERMIT REVOCATION

[SFPUC Rules and Regulations for Hydrant Use, Rule 18.1(a)]

Today's Date: _____

Citation Number and Date / Revocation Date: _____

Date of Initial Review Decision (if Requesting Appeal): _____

Name of Individual/Company Cited or Receiving Revocation (Requestor):

_____

Requestor Mailing Address: _____

Requestor Email Address, Phone Number: _____

Permit Number: _____

Permit Start Date and Expiration Date: _____

Permit Location: _____

Basis for Review or Appeal: In the space below, and continued on additional paper, if needed, please provide all facts to support your Request for Review or Appeal of a Citation or Permit Revocation and all information required under Rule 18.1(a). Be specific. For example, if there are witnesses who support your assertion that the Citation should be dismissed or the Permit should not be revoked, provide the name and contact information for each witness. If there are documents supporting your position, be sure to attach them to this Request for Review or Appeal.

Submit this form, and supporting documents, to:

Customer Service Bureau
San Francisco Public Utilities Commission
525 Golden Gate Avenue, 2nd Floor
San Francisco, CA 94102

csbhydrantmeter@sfwater.org