



Utility Department
City of Bend
(541) 317-3000
utility@bendoregon.gov
710 NW Wall Street, Bend OR 97703

This submittal form is to be completed as part of your application with the City of Bend. *Download this form before completing fillable fields*, then upload with your application through the Online Permit Center at www.bendoregon.gov/permitcenter.

HYDRANT METER USE PERMIT AGREEMENT

Policy, Fees and Permit Process for Combined Meter-Backflow Prevention Assembly

State and Local regulations require that all City owned fire hydrants used for any purpose other than fire protection purposes must include the use of a Combined Meter and Backflow Prevention Assembly to protect from actual or potential cross connections to the City of Bend distribution system, and to measure use of water.

Regulations pursuant to the City of Bend's Combined Meter-Backflow Prevention Assembly Policy:

Oregon Administrative Rule (OAR) 333-061-0020, 0070 through 0074; requires backflow prevention for the protection of the drinking water distribution system.

Oregon Administrative Rule (OAR) 690-086-0150; requires metering of all water connections through benchmarks set in the city's adopted Water Management and Conservation Plan.

Combined Hydrant Meter-Backflow Prevention Assembly Policy and Permit Process

- 1) A Combined Hydrant Meter Backflow Prevention Assembly permit shall be obtained from the City of Bend, [Online Permit Center](http://www.bendoregon.gov/permitcenter). All associated fees and costs will be added to corresponding Utility Bills, no fees will be collected up-front.
- 2) Permit Cost: The cost of the Combined Hydrant Meter Backflow Prevention Assembly Permit is set by City Council and code. This includes setting the unit at an approved hydrant location, testing the backflow assembly, and picking up the unit.
- 3) Monthly Meter Costs and Rates: Refer to the City's current fee schedule for current rates.
- 4) Annual recertification fee for backflow assembly test, required per (OAR) 333-061-0020



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- 5) The City of Bend will install a Combined Hydrant Meter Backflow Prevention Assembly Unit per City of Bend Standard and Specification, within 48 Hours of request and completion of application form.
- 6) Prior to use, the newly installed Combined Hydrant Meter Backflow Prevention Assembly Unit is required to be tested at its temporary use location by a certified backflow assembly tester. This test will be completed by a City Employee and the cost is included in the permit fee.
- 7) **Relocation(s):** Relocation must be done by an authorized City employee and will be completed within 48 hours of the request. Each time the Combined Hydrant Meter and Backflow Prevention Assembly is disconnected or relocated, a Relocation Fee applies..
- 8) Combined Hydrant Meter Backflow Prevention Assembly Units will be provided for individual construction projects within the City of Bend water service area. The City of Bend reserves the right to deny a location based on water quality, system pressure or other concerns related to health, safety and the protection of the water system. Construction project water could include such uses as:
 - a. Installation of water and sewer mains;
 - b. Pre-grading projects;
 - c. Street paving;
 - d. Water settling of utility trenches;
 - e. Any major project that will require large volumes of water.
- 9) Relocation of any Combined Meter Backflow Prevention Assembly shall be made by City staff and are to be requested utilizing the existing permit through the Online Permit Center.
- 10) Removal: It is the customer's responsibility to notify the City utilizing the existing permit through the Online Permit Center, when the Combined Hydrant Meter Backflow Prevention Assembly should be removed. As long as the Combined Hydrant Meter Backflow Prevention Assembly is set, the account will continue to be billed daily charges and the customer remains responsible for water usage and freeze and vandal protection.
- 11) Upon notification of request for removal, customer will be billed by the City of Bend for outstanding charges. Misuse or failure to pay may lead to restricted hydrant use in the future. Charges are due and payable when a statement is rendered by the city and shall become delinquent twenty days after rendered. Accounts over two months in arrears will be cause for removal of the hydrant meter and automatic application of final charges. If water service is still required, any balance owed must be paid in full, and a new installation fee will be required to reinstate service.
- 12) The customer is liable for any damages to the Combined Meter Backflow Assembly and/ or the fire hydrant during the contract period; this includes lost, broken or stolen fittings, valves meters, backflow assembly or case parts or pieces. Under no



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circumstances is the customer to remove any device from the meter box. The customer shall not tamper with the meter box or meter assembly in any way. The result of such action will be defined as “misuse” and the box will be removed. The customer will be responsible for all costs incurred to return the hydrant meter box to rentable condition.

- 13) It is the applicant’s responsibility to provide the city with current mailing address and telephone number for billing services.
- 14) The City of Bend reserves the right to remove a Combined Hydrant Meter Backflow Prevention Assembly that has been inactive for two or more months, or if it is being misused.
- 15) Customer may not use or attach any equipment to remaining ports on the fire hydrant. These ports must be accessible for fire protection.
- 16) Customer must agree to abide by hydrant operating instructions and shut-off hydrant when not in use. Customer takes full responsibility of the winterizing of this meter daily.

Please follow these steps in winterizing the hydrant meter:

1. Shut off hydrant
2. Open meter box
3. Open Chapman valve
4. Open 2nd test cock from hydrant
5. Shut both blue handled ball valves
6. Hook (City of Bend provided) air compressor to #2 test cock
7. Pressurize to 30 psi then open # 2 ball valve
8. Close #2 ball valve re-pressurize to 30 psi
9. Open # 2 ball valve
10. Close #2 ball valve
11. Re-pressurize to 30 psi
12. Open #2 Ball Valve leave this valve open
13. Open #1 Ball Valve
14. Open #1 Test Cock
15. Rotate check valve 180° and allow water to drain



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