

# DEPARTMENT OF PUBLIC WORKS

## Hydrant Meter Permit Application



**Please read the following instructions before signing:**

Current Fees as of January 1, 2019 (Rates are subject to change):

Current Water Rate	\$24.18/1000 gallons
Permit Fee	\$25.00 (non-refundable)
3" Hydrant Meter	\$750.00 (refundable)
5/8" Hydrant Meter	\$100.00 (refundable)
Hydrant Wrench	\$25.00 (refundable)

- All payments must be made with a check payable to Village of Hoffman Estates.
- A signed application must be received by VOHE Public Works at least one (1) business day prior to meter/permit pick-up.
- Meter readings are required at least once per month. Readings may be phoned in, faxed, or emailed.
- The hydrant permit must be posted and visible from the street and must remain on the job site until project completion.
- Only a hydrant wrench may be used to operate the hydrant.
- The hydrant meter should be installed in an upright position.
- The hydrant must be turned on slowly all the way when in use and shut down slowly when finished.
- The meter should be stored in a safe place when not in use.

The contractor is responsible for all costs for repair damages. Any misuse of meter, hydrant, or non-compliance with these instructions will result in the immediate cancellation of the permit and loss of deposit. At the request of the Water & Sewer Superintendent, the meter must be brought in for inspection at any time.

The hydrant meter must be returned to the Public Works Department within three (3) business days following the permit expiration date. A penalty of \$25 per day will be imposed for meters not returned on time or brought in for inspection. Any water usage beyond the permit expiration date will be considered theft and reported to the Police Department.

**Contractor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

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

Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Hydrant purpose: \_\_\_\_\_

Hydrant location: \_\_\_\_\_ Hydrant #: \_\_\_\_\_

Are you working for VOHE?  YES  NO Date meter/permit needed by: \_\_\_\_\_

Internal VOHE contact person is: \_\_\_\_\_

Village of Hoffman Estates, Public Works Department, 2305 Pembroke Avenue, Hoffman Estates, IL 60169

Phone: (847) 490-6800 Fax: (847) 490-6868

Website: [www.HoffmanEstates.org](http://www.HoffmanEstates.org)

Email: [PublicWorks@HoffmanEstates.org](mailto:PublicWorks@HoffmanEstates.org)

**FOR OFFICE USE ONLY:**

Application Approved By: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Meter Serial Number: \_\_\_\_\_

Meter Pick-Up Date: \_\_\_\_\_

Approving Officer's Signature: \_\_\_\_\_

Permit Expiration Date: \_\_\_\_\_

Beginning Meter Reading: \_\_\_\_\_

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