



# Village of Newburgh Heights

4000 Washington Park Blvd.  
Newburgh Heights, OH 44105



## APPLICATION FOR FIRE HYDRANT USE PERMIT

**Applicants Name:** \_\_\_\_\_.

**Applicants Address:** \_\_\_\_\_.

**City, State, & Zip:** \_\_\_\_\_.

**Office Phone:** \_\_\_\_\_.

**Contact Person:** \_\_\_\_\_.

**Contact Person's Cell:** \_\_\_\_\_.

**Contact Person's Email:** \_\_\_\_\_.

**Reason for use:** \_\_\_\_\_.

**Date(s) of intended use:** \_\_\_\_\_.

**List address of each hydrant to be used:** \_\_\_\_\_.

### RULES FOR USE OF FIRE HYDRANTS

1. No hydrant shall be used unless proper permits shall have first been obtained from the Village of Newburgh Heights and from the Cleveland Water Department.
2. Only the proper tools are to be used on the hydrant. A hydrant wrench must be used. Pipe wrenches and crescent wrenches will not be tolerated.
3. All hydrants used for any purpose MUST have a reducing coupling attached to the nozzle of the hydrant, along with independent gate valve for regulating the water supply. The main valve of the hydrant must be opened fully (to cover the barrel drains) and remain open until stoppage of work at the end of the day. The independent gate valve will be used to turn on and off the water during the work day.
4. When starting work, if the hydrant is found out of order in any way, the user/applicant must report this condition as follows:
  - a. Contact Newburgh Heights Fire Department at (216) 641-2134 and report hydrant out of service.
  - b. Contact the Division of Water, Permits and Sales Unit by a facsimile at (216) 420-7991 within 24 hours.
5. The applicant shall be financially responsible for any and all damage which may occur while using the hydrant. The cost of repairs will be borne wholly by the applicant
6. If hose or water streams will affect traffic or safety on public properties or roads, the applicant must first notify the Newburgh Heights Police Department for such an operation and provide a flagman, if applicable.

I have read the above rules, the attached ordinances and procedures regarding fire hydrant use and agree to abide by the same.

**Accepted By:** \_\_\_\_\_  
Signature of Applicant Date