

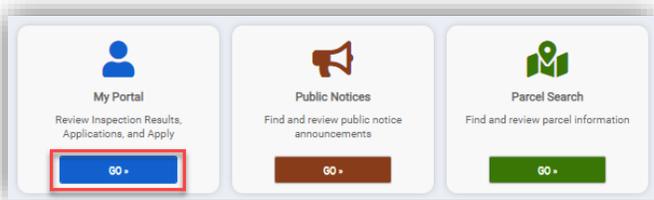
## Helpful Information Regarding City of Olympia Hydrant Meters



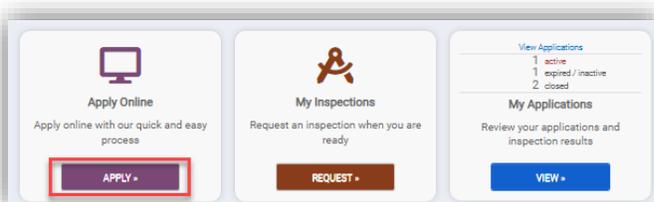
1. Customers will designate the exact hydrant they want to use.
2. City staff will lock the meter to the designated hydrant.
3. Meter will remain locked to hydrant during duration of use.
4. Customer is responsible for the meter during the period of use.
5. Customer is responsible if meter is lost, stolen or damaged.
6. Customer shall NOT remove, repair, or replace any parts on the meter.
7. Only designated City staff will move or remove the meter.
8. The City will bill customers for parts and labor associated with missing or broken parts.
9. It is the customer's responsibility to contact the City when they are done using the meter (360.753.8161).
10. There is **up to a five-day waiting period** for installation, moving and/or pick up of a meter. Also, there is a \$50 fee for moving a hydrant meter.
11. The customer will slowly open and close the hydrant fully when in use to prevent leakage and use the meter gate valve for flow.
12. A backflow preventer may be required when using the hydrant meter. The customer is responsible for providing the backflow preventer and testing it. Call Jacob Larson at 360.753.8161, if you have questions on when one would be required.
13. If there is no payment after 90 days, the City will remove the meter.

## How to Apply for a Permit

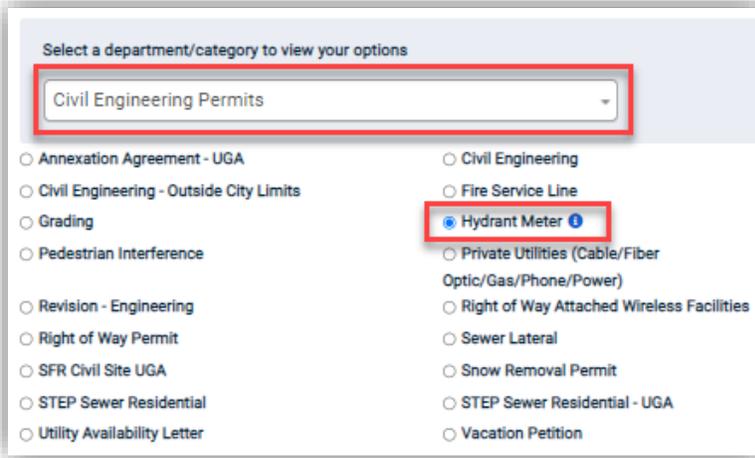
1. Hydrant Meter Rental Permits can be applied for through the City's [Online Permit Portal](#).
2. If this is your first time using the City of Olympia's Public Permit Portal, you will need to [create an account](#). If you need assistance creating your portal account, please contact the Customer Service Center at 360.753.8314 or [CPDinfo@ci.olympia.wa.us](mailto:CPDinfo@ci.olympia.wa.us)
3. Once you are logged into your account, select **GO→** under the My Portal section.



4. Start your application by clicking **Apply →**



5. Select the category/department and permit type you wish to apply for. Hydrant Meter permits can be found under the **Civil Engineering Permits** section.

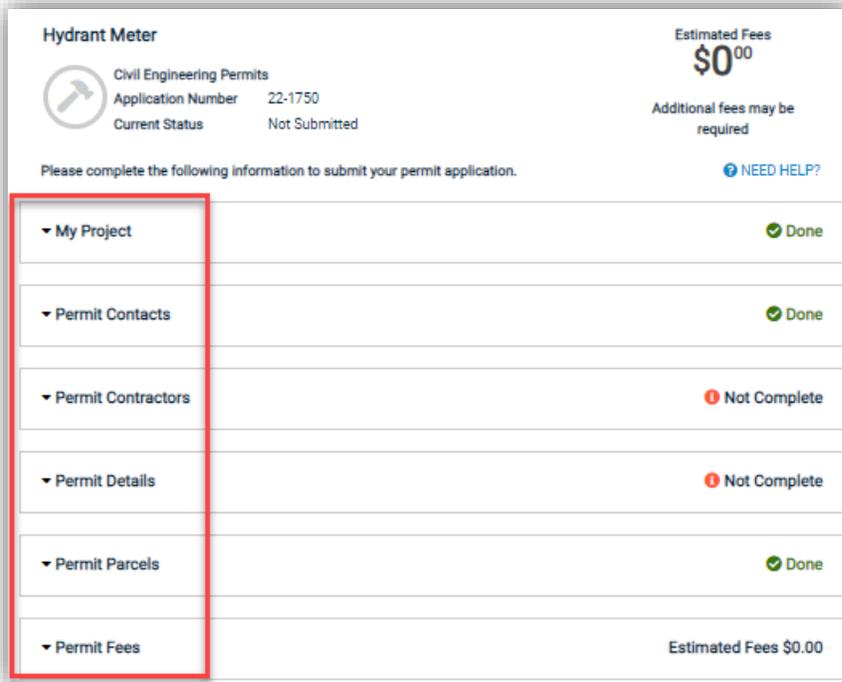


Select a department/category to view your options

Civil Engineering Permits

- Annexation Agreement - UGA
- Civil Engineering - Outside City Limits
- Grading
- Pedestrian Interference
- Revision - Engineering
- Right of Way Permit
- SFR Civil Site UGA
- STEP Sewer Residential
- Utility Availability Letter
- Civil Engineering
- Fire Service Line
- Hydrant Meter
- Private Utilities (Cable/Fiber Optic/Gas/Phone/Power)
- Right of Way Attached Wireless Facilities
- Sewer Lateral
- Snow Removal Permit
- STEP Sewer Residential - UGA
- Vacation Petition

6. Enter the address or parcel number where the hydrant meter water will be used. Click **Save and Continue** at the bottom of the page.
7. On the application page, click the drop-down arrow to expand each section. Complete each section of the application prior to submitting your application.



**Hydrant Meter**

Civil Engineering Permits  
Application Number 22-1750  
Current Status Not Submitted

Estimated Fees **\$0<sup>00</sup>**  
Additional fees may be required

Please complete the following information to submit your permit application. [NEED HELP?](#)

My Project	Done
Permit Contacts	Done
Permit Contractors	Not Complete
Permit Details	Not Complete
Permit Parcels	Done
Permit Fees	Estimated Fees \$0.00

8. Once your application is completed, you'll be able submit your application at the bottom of the page.



[View Applications](#) ✓ Your application is complete. Please submit for review. [SUBMIT APPLICATION](#)



# HYDRANT METER RENTAL INFORMATION & REQUIREMENTS

- Once your permit has been approved, you'll be able to pay the required deposit by clicking **PAY ONLINE** at the top of your permit application page.

**Hydrant Meter**

Civil Engineering Permits  
Application Number 22-1750  
Current Status Ready To Issue

Current Fees **\$1,500<sup>00</sup>**

**PAY ONLINE**

Additional fees may be required

Please complete the following information to submit your permit application. [NEED HELP?](#)

- Once your permit has been paid, you'll be able to issue the permit at the bottom of the page. Once your permit is issued, a request will be sent to the water department to get your hydrant meter set in the field.

Community Planning & Development

**Hydrant Meter**

Civil Engineering Permits  
Application Number 22-1750  
Current Status Ready To Issue

Current Fees **\$0<sup>00</sup>**

Additional fees may be required

Please complete the following information to submit your permit application. [NEED HELP?](#)

**My Project** Done

Location  
601 4TH AVE E  
Olympia, WA 98501-1112

Parcel  
78200500100

Created 3/21/2022  
Submitted 3/21/2022  
Approved 3/21/2022  
Issued --  
Closed --  
Application Expires 9/17/2022

[View Applications](#) Your permit is ready to issue. **ISSUE MY PERMIT**

**QUESTIONS?** Please contact the City of Olympia - Drinking Water Division at 360.753.8161 | Email: [jlaron@ci.olympia.wa.us](mailto:jlaron@ci.olympia.wa.us)