

San Francisco Public Utilities Commission – Customer Services
Builders and Contractors Supply
Rules Governing the Rental and Use of Hydrant Meters

1. Contractor is required to strictly comply with all rules and regulations of the San Francisco Fire Department in the operation and proper installation of meters on Low Pressure Fire Hydrants. Use of B&C meters is restricted within the limits of the City and County of San Francisco, and meters must be returned at the end of the rental period. Meter will be confiscated on expired hydrant permit and applicable charges billed to the contractor's account. **DIRECT HOOK-UP TO HYDRANT or HARD-PIPE PLUMBING IN ANY FORM IS NOT PERMITTED.**
2. Contractor is to apply for the rental use of a hydrant meter and establishment of water service account with the SFPUC -Customer Services at 525 Golden Gate Avenue, First Floor. The contractor is required to provide a valid California contractor's license, or San Francisco business license and applicant's California Driver's license. Upon request, other identification may be required. Copies of the licenses will be obtained at the filing of the application.
3. Contractor is to pay guarantee deposit and connection fee upon approval of the application. Payment can be made in cash or check. Business name or contractor's name must be imprinted on the check. Credit Card payment is not accepted. A \$50.00 service fee will be assessed for each returned check. If the check is not redeemed, the check will be submitted to the District Attorney's office, Bad Check Enforcement Unit for further action. Once referred, an additional fee will be assessed. In addition, contractor must return the meter immediately to the Meter Shop with all the connection devices. If the meter is not returned, it will be considered stolen. Stolen meter that is found in use will be confiscated, and the contractor or its agent who has the stolen meter in possession will be billed for all the water usage (based on the last recorded meter reading) plus all applicable fees and charges including damages to the meter and missing parts and connections. Further, contractor will not be permitted from renting another hydrant meter. The deposit amount will be held until the meter is returned to the Meter Shop and all billed charges paid in full. **DEPOSITS ON LOST OR STOLEN METERS IS FORFEITED.**
4. Contractor is responsible to pick up the meter with appurtenant connections after the application is approved and fees paid in full. Pick-up location and hours: SFPUC Meter Shop-1990 Newcomb Avenue, SF 94124 (7:30am -11:30am and 12pm - 3:15pm Monday thru Friday except holidays). Bring approved copies of the application and submit to Meter Shop personnel on the day of pick-up.
5. The contractor is billed every two (2) months within five (5) days from the meter reading date. Odd or even months billing cycle is based on the meter pick-up date. Rates are billed based on the SFPUC Water Rates Schedule W-5. The rate may change every fiscal year (each July 1) without notice to B&C customers. For published rates, refer to www.sfwater.org. Delinquent accounts including closed accounts with unpaid balances will be sent to the City Tax Collector's Bureau of Delinquent Rev for further collection.
6. Contractor is required to bring back the meter to the shop (as scheduled) for reading and testing every two (2) months. Failure to bring the meter within the read schedule time frame will result in the assessment of a non-reporting penalty fee of \$228.50 per month. This fee is non-refundable even after the meter is read later. Continuous non-compliance will result in meter confiscation and forfeiture of the deposit amount, and contractor will not be permitted from renting a hydrant meter.
7. Contractor is responsible in the safekeeping of the water meter while in their possession and to disconnect from the hydrant at the end of each workday. Lost or stolen meter must be reported immediately by contacting Billing or Meter Shop. Contractor must file and submit a police report to Customer Service within 15-days of the lost or stolen meter notification. Any meter that has been declared lost or stolen will be confiscated if it is found in use. The contractor or its agent who has the stolen meter in possession will be billed for all the water usage (based on the last recorded meter reading) plus all applicable fees and charges including damages to the meter, missing parts and connections. Further, contractor may not be permitted from renting another hydrant meter.
8. Upon completion of the work, the meter must be returned to the Meter Shop with all fittings and appurtenant connections in the same condition as when issued. When returning meters to the Meter Shop, all hydrant connection units are to be separated from the meter. **THERE IS A DISCONNECT CHARGE. DISCONNECT ALL FITTINGS FROM METER.**
9. If meter or appurtenant fittings and connections are damaged in use or through other operations of the Contractor, the Contractor will be made responsible for all damages to meter, fittings or connections.
10. B&C meters are not to be used for the purpose of farming, irrigation, car washing, and filling in swimming pools or decorative fountains.
11. For special event where the fire hydrant water is to be used for drinking and other potable purposes, the hydrant must be flushed and tested prior to its use. The contractor must inform Customer Services five (5) days in advance to schedule the flushing. Flushing fee of \$696.82 per hydrant applies.
12. Hydrants shall be opened and closed slowly so as not to break the measuring disc piston of the meter. If disc piston is broken through Contractor's operation, a proper charge for repairs will be made.
13. Any violation of the rules and regulations of the SFPUC or the SF Fire Department may result in the termination of the hydrant permit and/or forfeiture of guarantee deposit.
14. The Contractor shall instruct all employees to comply with all rules of the SFPUC and SF Fire Department.
15. Contractor's signature or its agent is the customer's guarantee to the SFPUC of their agreement and adherence to these conditions.

Authorized initials: _____

Revised: 07-01-2019

Marge Vizcarra
Customer Service Director