



## Hydrant Water Use Information and Permit Application Instructions

Hydrant Water Use Permits are required when water is needed for a project and no alternate water source is available for use. For example, a community garden that is in good standing with NYC Parks' GreenThumb may apply for a Hydrant Water Use Permit to water plants in the garden. Contractors, builders, some businesses, and event producers may also apply for this type of permit.

### How to Submit Your Application

Online:

Complete Hydrant Water Use Permit Application and email it as a PDF attachment to [QueensPermits@dep.nyc.gov](mailto:QueensPermits@dep.nyc.gov) (this email services all boroughs). Please allow at least 14 business days for processing. Once your permit is approved and payment has been received, you will be emailed your permit and a hard copy will be sent to you via USPS.

In Person:

Call your local DEP customer service office to set up an appointment. You must have an appointment and be wearing a mask or face covering to enter our customer service offices. We are not accepting walk-ins at this time. Make sure you bring your completed application to your appointment.

Bronx  
718-466-8481

Manhattan  
212-643-2201

Staten Island  
718-876-6802

Brooklyn  
718-923-2629

Queens  
718-595-3258

### Water Usage Fee

\$55 per month + \$13.50 per day. Payments are requested prior to the permit being issued.  
(community gardens excluded)

### Reduced Pressure Zone Devices (RPZs)

Any connection to a hydrant must be used in combination with a Reduced Pressure Zone Device (RPZ) to prevent contamination of the public water supply. RPZs can be purchased at plumbing supply stores.

Community gardens may request to use one of DEP's RPZs when you submit your permit via email or at your appointment (*see submission instructions above*).

### Permitted Hours of Use

Hydrants may only be used between the hours of 7:30 a.m. and 7:30 p.m.

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If a different timeframe is required for your project, you must request a variance. To request a variance, please submit a letter including:

- (1) A description of the work being done.
- (2) The new timeframe requested.
- (3) A list of precautions to be taken to prevent any risks to public safety, if the project poses any risks.

Please email any variance letters, along with your application, to [QueensPermits@dep.nyc.gov](mailto:QueensPermits@dep.nyc.gov).

### **Temperature Limitations**

Hydrant use is prohibited when the outside temperature drops below 32 degrees Fahrenheit.

### **Rules, Regulations, and Inspections**

The New York City Code requires all permit holders who open, use, and operate hydrants to follow all the rules and regulations to protect and maintain hydrants to be sure that they are always in working order and accessible. A permit may be revoked by the Commissioner if any of the terms and conditions of the permit or the law are not followed. Employees of the Department of Environmental Protection may inspect the hydrants at any time.

See [Title 15 of the Rules of the City of New York Chapter 20](#).

### **Questions?**

Call (718) 595-7000



## How to Fill Out the Hydrant Water Use Permit Application

### Instructions for Contractors & Plumbers

Please fill out all fields on the permit application.

#### Part One

**Applicant's Full Name:** This should be the name of the person requesting the permit (i.e. the owner, contractor, or plumber).

**Work Site/Street Address/City/State/Zip/Block/Lot:** These fields refer to the address of the property you are working on.

**CIS Account #:** Include your current NYC DEP CIS account number here.

**Hydrant #:** The hydrant number can be found on the base of hydrant you are using.

#### Part Two

Check the "New Building" box if you are filling out this application for new construction.

**Borough/Block/Lot:** This refers to the address of the property you are working on.

**Name of Owner:** Include name of property owner here.

**CIS Account #:** Include the property owner's NYC DEP CIS account number here, if they have one. If not, they will be assigned a new one.

**Owner's Phone #/ Email:** Include the property owner's contact information here.

**Start Date/End Date:** This is the date range during which you will need use of the hydrant.

**Number of Days to be Used:** This is the total number of days you will be using the hydrant, minus any days on which you will not be using the hydrant (e.g. holidays, weekends, etc.).

**Start Time/End Time:** These are the hours of the day you will be using the hydrant. *(Please see information above regarding permitted hours of usage and variance requests)*

**Number of Calendar Days:** This is the total number of calendar days, combined, that you will need the permit for (including any excluded days you list).

**Exclusions:** List any days of the week or holidays during which you will not be using the hydrant.

**Nature of Work to be Done:** Please describe what you will be using the hydrant for.

**RPZ/Model/Serial #:** Include the make, model, and serial number of the RPZ you will be using.

**Signature of Owner/Contractor/Plumber:** This permit should be signed by the applicant (i.e. owner, contractor, OR plumber).



**Street Address/City/State/Zip/Phone #/Email:** This should be the applicant's home or business address.

### **Instructions for Community Gardens & Event Producers**

Please note on your permit application which community garden you are applying for.

Please fill out the following fields on the permit application:

- Applicant's full name
- Address of the garden or the address directly in front of the hydrant (Part One)
- Dates of anticipated use (between April 1 and November 30)
- Hours of anticipated use (between the hours of 7:30 a.m. and 7:30 p.m.)
- Exceptions (weekends, holidays etc.)
- Applicant's signature, address, phone number, and email (bottom of Part Two)

If you are a community garden, you do not need to fill out the CIS, block and lot and hydrant numbers, or total number of days, if you don't know them.

### **Questions?**

Call (718) 595-7000.