



Village of Newburgh Heights

3801 Harvard Ave.
Newburgh Heights, OH 44105



PROCEDURE FOR ISSUANCE OF FIRE HYDRANT USE PERMIT

1. The applicant will complete an “**Application for Fire Hydrant Use Permit**” request form and submit it to the Newburgh Heights Building Department.
2. When the “**Application for Fire Hydrant Use Permit**” request form is completed and received at the Newburgh Heights Building Department, the following procedure will be done:
 - a. Applicant will have to pay a \$50.00 permit fee to Newburgh Heights Building Department for use of one (1) or more hydrants.
 - b. After the permit fee is paid, a “**Letter of Permission to Use Fire Hydrant**” will be issued by the Newburgh Heights Building Department to the applicant signed by the Fire Chief (or his designee).
3. The applicant must take the Newburgh Heights “**Letter of Permission to Use Fire Hydrant**” to the City of Cleveland, Division of Water and get a “**Fire Hydrant Usage Permit**”. The applicant must pay in advance to the City of Cleveland, Division of Water an estimate of “Water Usage”, “Hydrant Rental” and “Hydrant Permit Fee”. The applicant has two (2) ways to accomplish this task:
 - a. If the applicant *has an existing account* with the City of Cleveland, Division of Water. The applicant can fax the Newburgh Heights “**Letter of Permission to Use Fire Hydrant**” to Division of Water at (216) 664-2838. Division of Water will then charge the applicants’ account an estimate of “Water Usage”, “Hydrant Rental” and “Hydrant Permit Fee”.
 - b. If the applicant *does not have an existing account* with the City of Cleveland, Division of Water, the applicant will then take the Newburgh Heights “**Letter of Permission to Use Fire Hydrant**” to the “Permits and Sales Desk” of the City of Cleveland, Division of Water, 1201 Lakeside Avenue, Second Floor, Cleveland, Ohio. The applicant will have to pay an estimate of “Water Usage”, “Hydrant Rental” and “Hydrant Permit Fee” at this time.
 - c. After the fees have been paid to the City of Cleveland, Division of Water, they will issue the Applicant a “**Fire Hydrant Usage Permit**”.

NEWBURGH HEIGHTS PROCEDURE FOR ISSUANCE OF FIRE HYDRANT USE PERMIT (cont'd).

4. The applicant must return the following documents to the Newburgh Heights Building Department before being allowed to use the fire hydrant(s):
 - a. Newburgh Heights “**Letter of Permission to Use Fire Hydrant**” with all three (3) signatures areas completed.
 - b. A copy of the City of Cleveland, Division of Water “**Fire Hydrant Usage Permit**” showing all fees has been paid.
 - c. Once these documents have been received by the Newburgh Heights Building Department, the permit will be in force and effect for a period of not more than sixty (60) days.
 - d. The Newburgh Heights Building Department will then notify the Fire Department of the fire hydrant(s) to be used. Copies of the Newburgh Heights “**Letter of Permission to Use Fire Hydrant**” (with all three (3) signatures areas completed) and City of Cleveland, Division of Water “**Fire Hydrant Usage Permit**” (showing all fees has been paid) will be forwarded to the Fire Department. The Fire Department will then inspect and document the fire hydrant(s) prior to the applicant using the fire hydrant(s) to make sure they are in good working order.
5. Upon completion of the project and the usage of the fire hydrant(s), the applicant must notify the Newburgh Heights Building Department.
 - a. The Newburgh Heights Building Department will notify the Fire Department. The fire hydrant(s) that were used will be inspected and documented by the Fire Department after the applicant has finished using the fire hydrant(s) to make sure they are in good working order.
 - b. If the fire hydrant(s) are found to be damaged, the Newburgh Heights Fire Department will document the damages and will notify City of Cleveland, Division of Water and the applicant.
 - c. The City of Cleveland, Division of Water will repair the fire hydrant(s) and charge the applicant for the repair or replacement of the damaged fire hydrant(s).
6. Failure to comply with or falsification of any of the above documents will result in the immediate revocation of this “**Fire Hydrant Usage Permit**” and **criminal prosecution**.