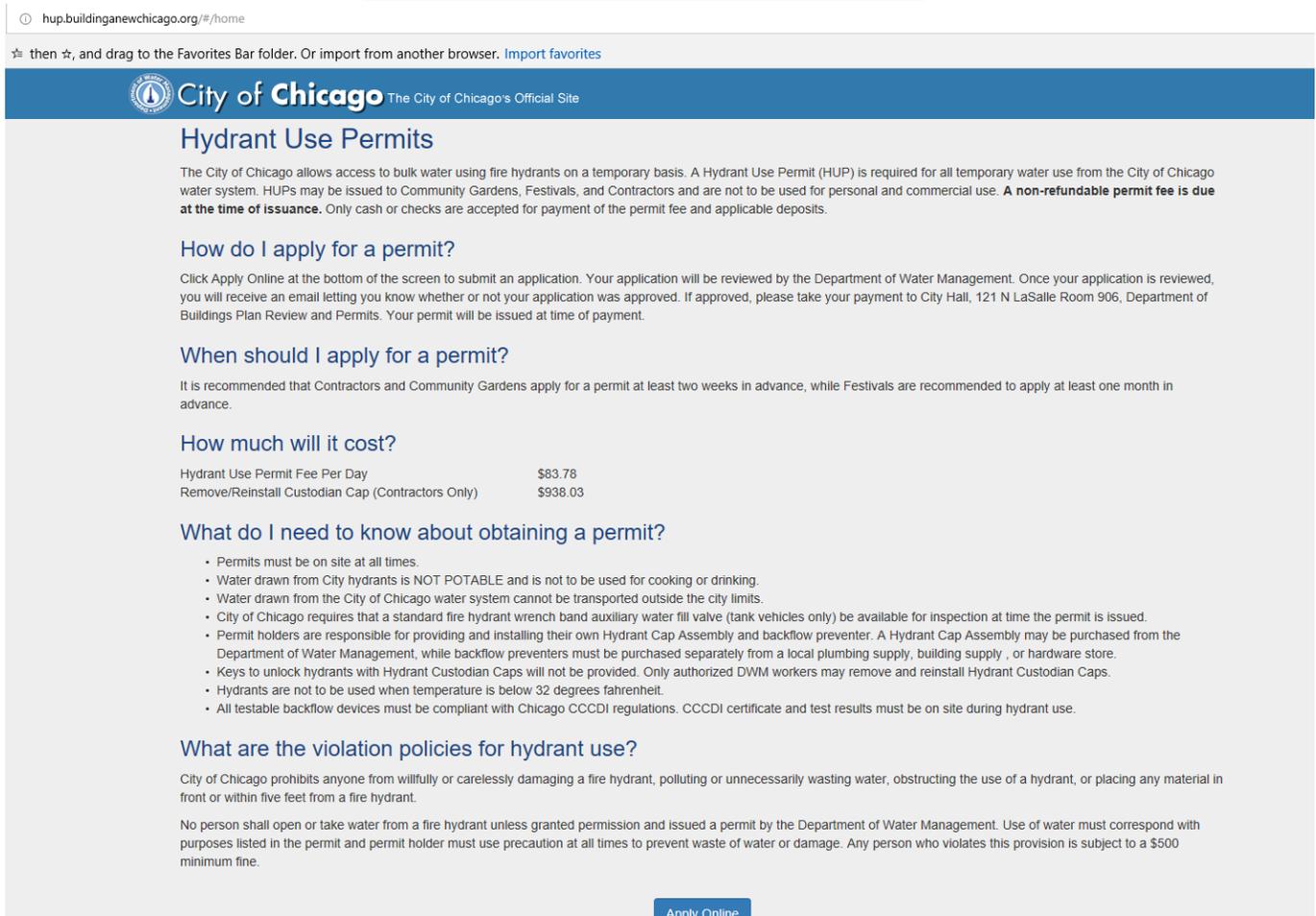


How to apply for a Community Garden Fire Hydrant Permit in the City of Chicago

This instructional document was put together by Advocates for Urban Agriculture, April 2019.

1. Go to the following website: <http://hup.buildinganewchicago.org/#/home>



The screenshot shows the City of Chicago's official website for Hydrant Use Permits. The page includes a navigation bar with the City of Chicago logo and the text 'The City of Chicago's Official Site'. The main heading is 'Hydrant Use Permits'. Below this, there is a paragraph explaining that the City of Chicago allows access to bulk water using fire hydrants on a temporary basis, and that a Hydrant Use Permit (HUP) is required for all temporary water use from the City of Chicago water system. HUPs may be issued to Community Gardens, Festivals, and Contractors and are not to be used for personal and commercial use. A non-refundable permit fee is due at the time of issuance. Only cash or checks are accepted for payment of the permit fee and applicable deposits.

How do I apply for a permit?

Click Apply Online at the bottom of the screen to submit an application. Your application will be reviewed by the Department of Water Management. Once your application is reviewed, you will receive an email letting you know whether or not your application was approved. If approved, please take your payment to City Hall, 121 N LaSalle Room 906, Department of Buildings Plan Review and Permits. Your permit will be issued at time of payment.

When should I apply for a permit?

It is recommended that Contractors and Community Gardens apply for a permit at least two weeks in advance, while Festivals are recommended to apply at least one month in advance.

How much will it cost?

Hydrant Use Permit Fee Per Day	\$83.78
Remove/Reinstall Custodian Cap (Contractors Only)	\$938.03

What do I need to know about obtaining a permit?

- Permits must be on site at all times.
- Water drawn from City hydrants is NOT POTABLE and is not to be used for cooking or drinking.
- Water drawn from the City of Chicago water system cannot be transported outside the city limits.
- City of Chicago requires that a standard fire hydrant wrench band auxiliary water fill valve (tank vehicles only) be available for inspection at time the permit is issued.
- Permit holders are responsible for providing and installing their own Hydrant Cap Assembly and backflow preventer. A Hydrant Cap Assembly may be purchased from the Department of Water Management, while backflow preventers must be purchased separately from a local plumbing supply, building supply, or hardware store.
- Keys to unlock hydrants with Hydrant Custodian Caps will not be provided. Only authorized DWM workers may remove and reinstall Hydrant Custodian Caps.
- Hydrants are not to be used when temperature is below 32 degrees Fahrenheit.
- All testable backflow devices must be compliant with Chicago CCCDI regulations. CCCDI certificate and test results must be on site during hydrant use.

What are the violation policies for hydrant use?

City of Chicago prohibits anyone from willfully or carelessly damaging a fire hydrant, polluting or unnecessarily wasting water, obstructing the use of a hydrant, or placing any material in front or within five feet from a fire hydrant.

No person shall open or take water from a fire hydrant unless granted permission and issued a permit by the Department of Water Management. Use of water must correspond with purposes listed in the permit and permit holder must use precaution at all times to prevent waste of water or damage. Any person who violates this provision is subject to a \$500 minimum fine.

Apply Online

2. Read the provided questions and answers, then click the blue 'Apply Online' button at the bottom of the page. Please note that as of April 2019, they have not been charging a fee for the hydrant permit.
3. The next page asks what kind of permit you are applying for. Select 'Community Garden' and click the green 'Next' button.

hup.buildinganewchicago.org/#/application-type

then ☆, and drag to the Favorites Bar folder. Or import from another browser. [Import favorites](#)

 **City of Chicago** The City of Chicago's Official Site

10% Complete

1 Application Type 2 Application Form 3 Submit 4 Confirmation

Application for Temporary Hydrant Use Permit Type

Tell us who you are 

- Community Garden
- Contractor
- DWM Contractor 
- Festival

[Home](#) [Next](#)

4. The Application Form page will ask general questions about your garden, contact information, projected dates for hydrant use, and the location of the hydrant that you plan to use.

hup.buildinganewchicago.org/#/application-form

then ☆, and drag to the Favorites Bar folder. Or import from another browser. [Import favorites](#)

 **City of Chicago** The City of Chicago's Official Site

50% Complete

1 Application Type 2 Application Form 3 Submit 4 Confirmation

Community Garden Application for Temporary Hydrant Use Permit

Applicant Information

*Contact Name

*Title

*Company

*Phone

*Email

*Confirm Email

Hydrant Use Information

*Hydrant Use Start Date 

*Hydrant Use End Date 

*Hydrant Address

Location Details

*Purpose of Permit 

*Does Custodian Cap need to be removed?  

5. The last question on this portion of the form asks if you'll need a custodian cap removed. To find out, check your hydrant for something that looks like this:

Respond to the question appropriately. If you do have a custodian cap, the Department of Water Management will need to come out and remove it before you can hook up the hydrant to irrigate crops. Custodian caps are usually silver and have a '+' on their top. There is a charge to remove them, in the past it has been \$300, it may be up to \$950 now.

- The next portion of the application form asks about Backflow Device Information. In order to hook up a hose to a fire hydrant, you'll need to attach a backflow device, also known as a vacuum breaker, to prevent water from your lines and hoses flowing back into the freshwater supply in the hydrant. They are used to prevent contamination. In most cases, you will need to use a 0.75 or ¾ in. size device. You will need to purchase this separately, it will not come with your hydrant cap and key.

Backflow Device Information

*Backflow Device Type

*Backflow Device Size

*Number of Backflow Devices

This is what a backflow device looks like:



They can be purchased at the following stores or online (AUA does not endorse these stores):

[Amazon.com](https://www.amazon.com), [Home Depot](https://www.homedepot.com), [Menards](https://www.menards.com) or any hardware store that carries plumbing supplies.

- Next, and **most importantly**, you'll need to submit a document with letterhead for your organization. The Department of Water Management assumes that community gardens are coordinated by organized community groups who would therefore have a logo and letterhead for communications. This is what you would upload into the 'Attachments.' Once the upload is complete, click the green 'Next' button.

Additional Information

Attachments
Allowed file types are pdf, jpg, jpeg, png, doc, docx and file size must be less than 5MB.

Comments

Here is an example letterhead:

Company Name

Date

Street Address
City, ST ZIP Code

Dear Recipient:

The [blank garden] as part of [blank organization] requests a community garden fire hydrant permit to irrigate our crops this season. The closest fire hydrant is located at [approximate cross streets of hydrant location].

Sincerely,

Your Name|

8. Once you've filled out and submitted your information, read the final page and click the green 'Submit Application' button.

hup.buildingnewchicago.org/#/responsible-use-hydrant

then ☆, and drag to the Favorites Bar folder. Or import from another browser. [Import favorites](#)

 **City of Chicago** The City of Chicago's Official Site

95% Complete

1 Application Type 2 Application Form 3 Submit 4 Confirmation

Community Garden Application for Temporary Hydrant Use Permit

Responsible use of hydrants

- Permit holder must use hydrant in a responsible manner
- Do not abuse or damage hydrant
- Do not use water unnecessarily, or for uses other than permitted.
- Do not waste water. Do not leave hydrant on if it is not attended.
- If at any time the hydrant is found to be improperly used the Department of Water Management will take all measures to close and secure the hydrant and pursue any legal remedies available. Further, the Department of Water will seek recovery from the permit holder for any damages caused to this hydrant during the term of the permit

By clicking Submit Application, you agree to the responsible use of hydrants. If you wish to review your application or make any changes, please click Back.

[← Back](#) [Submit Application](#)

9. A page that looks like the following should appear once the application is submitted. It states that you should receive an e-mail within an hour that confirms that your application has been submitted. You should find out if your application has been approved or not within a week.

hup.buildingnewchicago.org/#/confirmation

then ☆, and drag to the Favorites Bar folder. Or import from another browser. [Import favorites](#)

 **City of Chicago** The City of Chicago's Official Site

100% Complete

1 Application Type 2 Application Form 3 Submit 4 Confirmation

Community Garden Application for Temporary Hydrant Use Permit

Thank you for submitting your application!

Confirmation #

Your application for a hydrant use permit has been submitted. You will receive a confirmation email within the next hour. If you do not see an email, please check your junk mail folder.

If you have any questions or need to cancel or make any changes to your application, please contact the Department of Water Management at [312-744-7017](tel:312-744-7017) or hydrantsrequest@cityofchicago.org.

[Home](#)

10. If your application is approved and you do not already have a hydrant cap with a 3/4in hole for an adapter to a backflow device and hose, and a hydrant key to open up the water flow, you'll need to purchase them at a local hardware or plumbing supply store. The DWM is no longer giving them out. You will need a 4.5in. cap with a 3/4in hole to attach an extension. This will then be followed by a backflow preventer, featured previously, and your hose. For more information on purchasing, check out our Fire Hydrant Caps and Keys List.

It should look something like this:



The key will likely look like this:



If you cannot find a key like this, a pipe wrench can also be used, though it is not recommended. Please know that if you do have a hydrant cap and key from previous seasons, you will still need to apply for a Community Garden Hydrant Permit every year.

- 11.** Print out a copy of the fire hydrant permit once you receive it in your e-mail inbox of the address listed on the application. It is recommended to laminate it and keep it on-site of your garden in the case that a Department of Water Management plumbing inspector stops by. They will likely request to see it.

If you have any issues, please e-mail viviana@auachicago.org or call/text 708.629.1425