

Application for Temporary Water Service

Temporary Water Service, may be provided for the following:

- a. Construction interim; i.e., dust control, job site office, etc.
- b. Under special conditions; i.e., marathon, carnival, etc.

If allowed, the type of Temporary Service may be provided in the following order:

1. The use of **an existing unused permanent in-ground service**, if adequate for the requested flow demand.
2. The use of a **cleanout** at the end of a main, if available. The contractor to coordinate with BWS Inspector for the installation of a lateral.
3. The use of a **fire hydrant**, if available.

Note:

- *The use of a fire hydrant for filling of swimming pools **shall not be approved.***
 - *Filling of service station gasoline tanks for ballast and filling of large fuel storage tanks constructed at or above ground level “**may**” be allowed.*
 - *The department will allow **ONLY ONE** temporary water service for a single project, unless the project can justify the need for more.*
 - *If the fire hydrant is new and part of an ongoing infrastructure installation, then clearance to use the fire hydrant from the BWS Inspector assigned to that project is required.*
4. In the event that an existing unused service lateral or fire hydrant is unavailable, a **temporary “in-ground” service** may be allowed.

When applying for temporary service, please fill out the attached application forms. The following requested information is required to complete the forms.

- Name of Project/Owner
- Name of Party responsible for the water bill
- Billing address
- A person authorized to sign up for the water service/Billing Authorization form
- Phone number and fax number
- TMK of project site that the temporary service will be serving.
- If applying for service from a previously ordered off service, we will need a sketch plotting the location of the empty meter box(es)
- If applying for a new “in-ground” service, provide a sketch with landmarks and dimensions for meter location.
- Flow requirements

- If applying for a fire hydrant connection:
 1. *Provide the fire hydrant number, which is located on the side of the hydrant facing the roadway. (example: M-1234, L-3455, C-4566, and W-6789)*
 2. *If the fire hydrant is new, a number may not be indicated. Provide a location map that will clearly show the location of the requested new fire hydrant, especially if the area is undeveloped. Prior to the use of the new fire hydrant, an approval from the BWS inspector assigned to the project will be required.*
 3. *Please be able to provide alternate choices of fire hydrants in the event we are not able to approve your first choice.*

For in-ground services only, you will be required to coordinate the requirements for a backflow prevention assembly with the BWS, Cross-Connection Control Section. (ph. 748-5470)

Please allow up to **15 working days** for the installation of fire hydrant meters or meters to be installed in existing meter boxes. Allow **3-4 months** for new temporary in-ground water service installations.

Temporary water service shall be permitted up to the date requested by the project, or a maximum of **4 months**. **Unless a request for an extension of time to continue the use of the temporary water service is submitted in writing, no later than two weeks prior to the expiration date of the service, to provide sufficient time for BWS, Service Engineering Section, to review and approve the extension request, the temporary water service will be terminated. The written request for extension of time shall provide a “detailed explanation” justifying the extended time period.** This request can be mailed, faxed (550-5050), or hand carried to the BWS Service Engineering Section. Please follow the format of the attached “Sample Renewal Letter” for extension requests. **The party that applied for the temporary service will be responsible to confirm that BWS has received the extension letter or a fax of the letter. If BWS does not receive the extension letter, the temporary water service will be terminated.**

If you have any questions regarding the temporary water meter application process or cost, please call 748-5460.

SR# _____

Premise ID No. _____

Fire Hydrant No. _____

Temporary Water Meter
(Approval Checklist)

1. Project Title/Owner: _____

2. Person requesting for temporary service: _____

Business Ph# _____ Fax Ph# _____

3. Use: Specify: _____

If for Dust Control/Irrigation

Acres being graded/irrigation _____

4. How long will the temporary service be needed? _____

5. What is the water flow requirement? _____ GPM

6. Are there any other temporary services for this project or in this general area?

If yes, indicate location: _____

7. What other type of resources have been utilized for this project?
(existing water meters, ponds, ditch water, etc.)

8. How are the resources and temporary meters being utilized?
(filling frequency, usage, etc.)

BWS use only

Date: _____

BWS Inspector _____ Called/Dated _____

Notes _____

BWS JOB# _____

Premise ID No. _____

BOARD OF WATER SUPPLY

City and County of Honolulu
630 South Beretania Street
Honolulu, HI 96843
Telephone: 748-5460

BILLING AUTHORIZATION

SUBDIVISION/PROJECT _____

TAX MAP KEY _____ ***LOT NO.*** _____

PREMISE ADDRESS _____

For the water service and meter at the above location, please send all water bills for payment to:

CUSTOMER _____
First name Middle Initial Last Name

- or -

BUSINESS NAME _____

MAILING ADDRESS _____

_____ ***ZIP CODE*** _____

The undersigned hereby agrees to pay all charges incurred upon such water service and meter at the above location and to abide by all rules, regulations, and provisions prescribed by the Board of Water Supply, City and County of Honolulu, relating to water service and/or rates.

Effective Date

Print Name

Customer's or Authorized Agent's Signature

Customer's Employer

Bus _____ Res _____
Customer's Phone Nos.

Premise ID No. _____

BOARD OF WATER SUPPLY
**NOTICE FOR SERVICE HOLDERS OF
TEMPORARY WATER METERS**

In consideration of Board of Water Supply granting this special type service connection, the applicant hereby agrees to accept responsibility for safety and security of meter and appurtenances.

NOTE: *STOLEN, LOST AND/OR DAMAGE TO METER, BACKFLOW PREVENTION ASSEMBLY, AND/OR APPURTENANCES WILL BE CHARGED TO THE APPLICANT.*

Applicant will be charged for material that is stolen, lost or damaged, labor, and transportation expenses. Material **charges may exceed \$3000** based on manufactures/suppliers cost.

This is to advise you that the temporary meter will be removed on _____ or 4 months from date of processed application.

However, should the temporary water service continue to be needed beyond the removal date, you may request for an extension of time. The request for extension, if approved, will be valid for an additional 4 month period and must be submitted **in writing**, no later than **two weeks** prior to the initial termination (meter removal) date. **If the request for extension is not received two weeks prior to the removal date above, the service shall be automatically terminated and the meter will be removed.** (Please follow sample extension request letter format on the last sheet).

To order off temporary water meter service before termination date please contact a BWS Customer Service Representative @ 748-5030.

IMPORTANT NOTE: "Only the Board of Water Supply is authorized" to remove the temporary fire hydrant and in-ground meters. Should the temporary fire hydrant or in-ground meter be removed by the service holder from the authorized location, the water service shall be automatically terminated and the meter confiscated.

Once the meter is removed, a new application must be made. If approval is granted to reinstate the temporary water service, the applicant will be levied the prevailing meter installation charge. Application and payment must be made at 630 South Beretania Street and will be accepted from Monday thru Friday during the business hours of 7:45 A.M. to 4:30 P.M., except holidays.

If you have any questions regarding this notice, please call 748-5460.

I, as the authorized representative/agent of the company named below, understand and agree to comply with all the conditions of this notice stated above.

Phone Number

Company Name

Fax Number

Print Name (Authorized Rep./Agent)

E-mail

Title

Signature (Authorized Rep./Agent)

SR# _____

Premise ID No. _____

Fire Hydrant No. _____

Notification

BWS will remove any meters that have passed their removal dates if the project does not submit a written request for an extension of time to continue the use of the temporary water service. No warning or notice will be given prior to removal of meter. The project will be required to apply for another temporary water service if they still require the use of water.

Please note that any applicant that continually violate BWS requirements / conditions for temporary water service will be penalized. Penalties will include immediate termination of the temporary water service and/or denial of temporary water service requests.

It is the applicant's responsibility to ensure that BWS receives the written extension letters 2 weeks prior to termination date, if the temporary water service continues to be needed. This will allow adequate time for the review of the extension request and to modify the termination date.

Print Name (Authorized Rep./Agent)

Signature (Authorized Rep./Agent)

Company Name

Date

Date: (__ / __ / __)

To: Board of Water Supply
Service Engineering Section
630 S. Beretania Street
Honolulu, HI 96843

From: Applicant's / Company's Name
Applicant's / Company's Address

Subject: Request for Extension of Time for Temporary Water Service

I would like to request for an extension of time for the temporary water service for (Project Name) till (Date), for the following Premise ID# and/or Fire Hydrant Number which is shown on the billing statement.

(Indicate "detailed reason(s)" to justify the extension of the temporary water service. NOTE: Reasons such as project still not completed will not be accepted. Include project type and specific reason(s) that may have delayed the project.)

Applicant's / Company's Signature and Name
Title
Phone Number

(NOTE: Please be aware that the use of any BWS temporary water services is a "privilege". Submission of this request does not guarantee approval of the request for extension of time of the above-mentioned service.)