



**City of Henderson Development Services Center**  
 240 S Water Street, P.O. Box 95050, Henderson, Nevada 89009-5050  
 Phone - 702-267-3600 - Fax - 702-267-3601  
 Mail To: **BUILDING & FIRE SAFETY, ATTN: PERMITS**  
**PRIVATE HYDRANTS**  
**RENEWABLE PERMIT APPLICATION**

**INTERNAL USE ONLY**  
 Temporary Permit Number:  
  
 Permit Number:  
**201**

**Owner/Property Management Company Name:** \_\_\_\_\_

**Number of Private Hydrants:** \_\_\_\_\_

**Private Hydrant Permits are \$77 per hydrant system**

**Location Of Activity** (please fill out all parcels/and or addresses related to the private hydrant system):

Parcel APN	Address
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Section 1**

**Contact:** (All correspondence will be sent to this individual)

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone & Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Business Owner Name & Address:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone & Fax: \_\_\_\_\_

**Section 2**

**Section 3**

**Important:** Please complete the above information, attach the hydrant maintenance documentation from the licensed company, and sign below. Make sure to include all parcel numbers for the property or development where the private fire hydrants are located. The permit fee is for the hydrant system and not per hydrant. If you are a resident who has received this form, please refer it to your homeowner's association (HOA) or property management company.

**Section 4**

I hereby state that the above is correct. I recognize that the approval of this permit does not allow the violation of fire codes, building codes, city ordinances, state law or any other license or permit required by law. If granted, this permit is valid for the above-mentioned parcels only and it is not transferable.

APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

CITY OF HENDERSON  
BUILDING AND FIRE SAFETY  
FIRE SAFETY DIVISION  
UNIFORM GUIDELINES

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**Effective Date:** October 1, 2007

**HFSD #** 019

**Supersedes:** All Others

**Updated:** May 14, 2008

**Page 1** of 2

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**TITLE:** SERVICE & MAINTENANCE OF PRIVATE FIRE HYDRANTS

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**PURPOSE:**

To standardize the testing and maintenance of private fire hydrants.

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**REFERENCE:** 2006 IFC § 508.3.3 as amended

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**RULES & REGULATIONS**

(Private Fire Hydrants Servicing Agreement form is attached)

- I. A renewable permit is required for facilities that have private fire hydrants (2006 IFC, as adopted, Section 105.6.35).
- II. Information and expectations for all approved companies.
  - A. Minimum Criteria for Approved Companies
    1. All hydrants shall be serviced to the satisfaction of the Building and Fire Safety Department, Fire Inspection Section, hereafter known as the FIS, on an annual basis
    2. All businesses shall maintain a City of Henderson Business License
    3. The property owner shall be responsible for hydrant service and record maintenance
    4. Within 48 hours, copies of reports listing deficiencies shall be forwarded to the FIS office by the servicing business
    5. Report copies shall be on site and available to the Fire Safety Inspection Section when requested
    6. All services performed shall be noted on the service report.
    7. Technician shall use tools as specified by the manufacturer for hydrant servicing
    8. The Henderson Police Dispatch Center shall be notified when any private hydrants are out of service and when they are returned to service.  
(Phone number is 267-4913)
  - B. Minimum information which a service report shall contain:
    1. Name, address and City business license number of Company servicing hydrants
    2. Name and address of the site being serviced signature and title of site representative

3. Name, address and phone number of the management company or person responsible for maintenance
4. Date of service and name of servicing technician
5. Number of hydrants serviced
6. Location of all hydrants with deficiencies
7. Identification of all hydrants that are out of service
8. List of items and/or processes checked as part of the service

C. Minimum Items and/or processes required to be checked during annual service

1. Hydrant not obstructed; minimum distance 36" from circumference of the hydrant body
  2. Hydrant paint color and condition; all private hydrants shall be painted with safety red enamel paint
  3. Hydrant barrel condition
  4. Hydrant direction; large port shall point toward the street or fire apparatus access road a.k.a. fire lane
  5. Break-away pad condition
  6. Blue reflector; located in the street in front of the hydrant
  7. Caps & gaskets in place; shall seal & screw on & off smoothly
  8. Hydrant threads and mechanisms shall be lubricated; a food grade lubricate, meeting hydrant manufacturer specifications shall be used
  9. Operating nut condition, no excessive wear or rounded corners
  10. Flow hydrant fully to remove brackish water
  11. Open and close hydrant fully in both directions; mechanism shall function smoothly
  12. Visible signs of underground leakage
  13. Hydrant drains properly; weep holes not plugged
  14. Hydrant street valve shall be closed & opened; the valve shall be left it in the full open position
  15. Vehicle protection bollards (impact protection); functional and maintained in good condition
  16. All out-of-service hydrants shall be marked with a ring on the large port, or other signs approved by the Henderson Building and Fire Safety Department, indicating the fire hydrant cannot be used. An out-of-service hydrant shall be defined as not repairable at the time any deficiencies are identified.
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