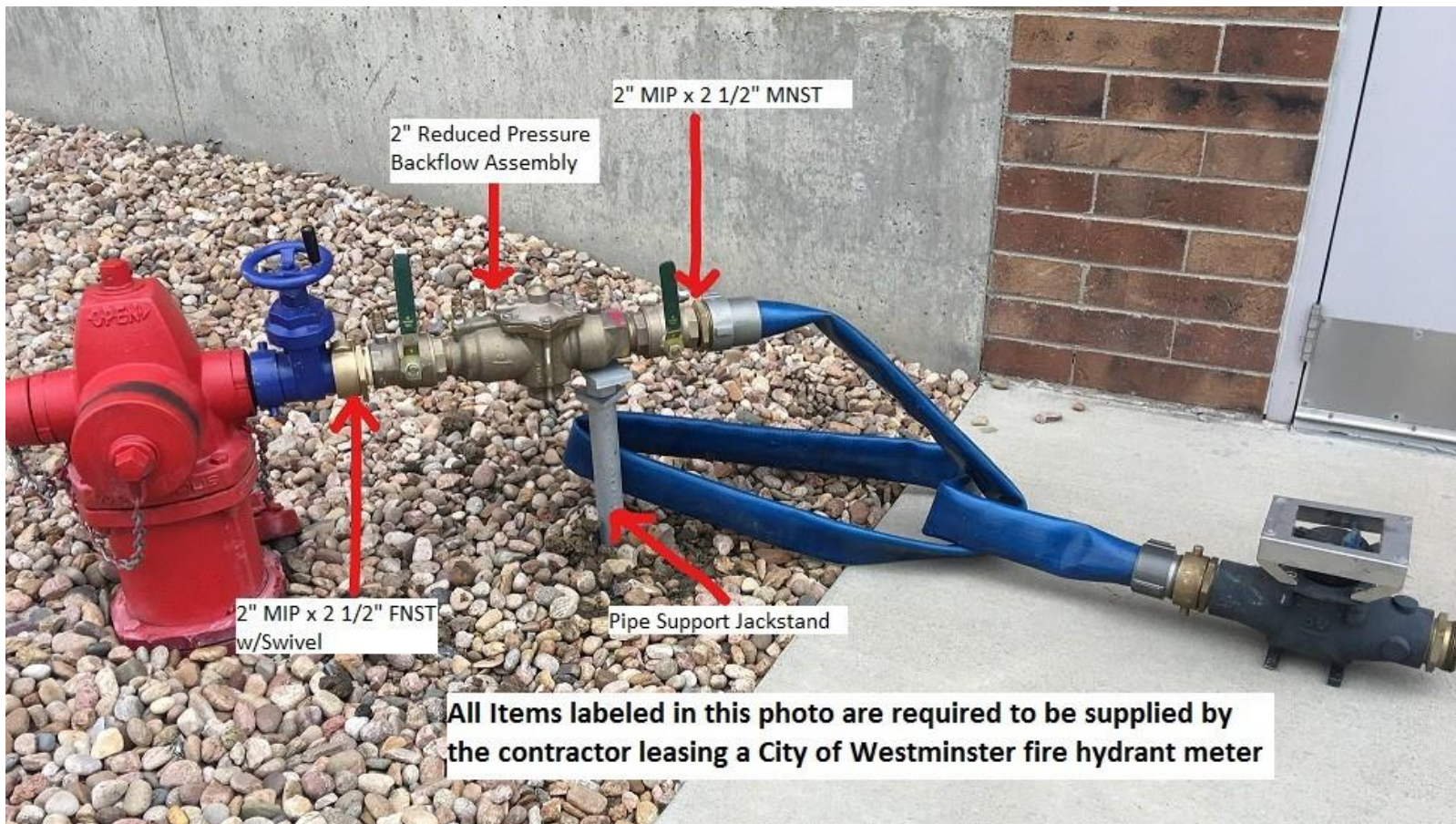


## General Instructions for Contractor

### Temporary Fire Hydrant Meter Lease

In order to receive a fire hydrant meter, contractors must first be a registered contractor on the City of Westminster's permitting program, TRAKiT. Once registered, a fire hydrant meter lease agreement must be filled out via TRAKiT and a deposit of \$2,000.00 must be submitted. Upon completion of the lease, the point of contact listed on the lease will receive a call to schedule the install of the fire hydrant meter. The contractor will be required to supply (1) 2" Male Iron Pipe x 2 1/2" Female National Standard Thread w/swivel, (1) pipe support jack stand or screw jack, (1) 2" Male Iron Pipe x 2 1/2" Male National Standard Thread, a USC approved 2" reduced pressure backflow prevention assembly and this assembly must pass an inspection at the time of install to receive the fire hydrant meter. The fire hydrant meter will be issued for a maximum of 6 months from date of install. Fire hydrant meters will be billed on a monthly basis to include all applicable service fees. Automatic payments must be setup through the City of Westminster's automatic bill pay system, Paymentus. Upon installation of fire hydrant meter and account activation, an email will be sent to the applicant with instructions on how to register with Paymentus. For questions regarding the City of Westminster temporary fire hydrant meter program, please call 303-658-2549.

### City of Westminster Fire Hydrant Meter Installation



## How to apply for a Temporary Hydrant Meter for construction

- You will need to be a registered contractor with the City of Westminster
- If you are not currently a registered contractor, please contact Katie Curry in the Community Development Department for registration. Contact information is 303-658-2107 or [kcurry@cityofwestminster.us](mailto:kcurry@cityofwestminster.us) or [gpizinge@cityofwestminster.us](mailto:gpizinge@cityofwestminster.us).
- Log in to our eTRAKiT system <https://develop.cityofwestminster.us/etrakit/> using your Professional username (Contractor Registration Number) and password.
- Apply for a new permit
- Permit type is **TEMP HYDRANT METER**

The screenshot shows the 'Permit Application' interface. At the top, there is a navigation bar with links: HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: [Name]. Below this is a 'My Dashboard' sidebar with various menu items like 'Permits', 'Projects', 'Professional', 'Properties', 'Inspections', 'Map', 'Shopping Cart', and 'Contact'. The main content area is titled 'Permit Application' and features a progress bar with four steps: STEP 1 PERMIT INFORMATION, STEP 2, STEP 3, and STEP 4. The 'Permit Type Information' section is active, showing a dropdown menu for 'PERMIT Type'. The dropdown list includes various permit categories, with 'TEMP HYDRANT METER' highlighted in yellow. Below the dropdown, there are input fields for '\*Description:', 'Location', and 'Your Relation to...', along with checkboxes for 'Property Owner' and 'Contractor'. A 'SEARCH' button is also visible.

- Fill out all applicable information. The \* indicates it is mandatory information for the application
- An address of the site must be provided
- Continue through the application and upon completion the deposit will be assessed
- Payment must be made at this time. You have the option to pay by check online at no additional cost or you may pay by credit card and a fee of 2.85% will be assessed
- Once the application is received and processed you will receive an email from our Public Works Division with further instructions
- Please call the Meter Shop at 303-658-2549 with any questions