

*This policies and procedures guide was created by the Soquel Creek Water District in conjunction with Aptos/La Selva Fire District and Central Fire District to provide information regarding the procedures for installation of fire protection services.*

## Answers to common questions

**Q** Why do I, the Applicant, have to pay for the installation of a fire hydrant or fire service?

**A** Santa Cruz County Fire Code and your local fire district requires you to pay for the installation of a fire hydrant or fire service. SCWD acts as the service provider to design, collect the funds, and construct the project.

**Q** Who should I contact if I have questions regarding the Fire Protection Requirements?

**A** Contact your local fire district if you have questions relating to the Fire Protection Requirements. You can reach them at:

Aptos/La Selva Fire District  
(831) 685-6690  
Central Fire Protection District  
(831) 479-6842

\*If you have questions regarding the cost, design, construction or installation of the fire hydrant/fire service, contact the engineering department of the SCWD at (831) 475-8500.

**Q** How long does the entire process take?

**A** If it has been determined that the Applicant is required to install fire protection, how quickly it can be done depends on three things. First, how promptly the applicant routes the *Fire Protection Requirements Form* to the SCWD. Second, how quickly the fees are paid. And third, when the contractor can schedule construction.

On average, the entire process takes about two to three months from the time the fire district issues the Applicant the requirements to install a hydrant or service.

# Procedures for installation of fire hydrant or fire service 3-inches or larger



## Fire Protection Service

Whether you are building a new home, subdivision, or remodeling an existing structure, installation of fire protection services may be required as a condition of your building permit.

If fire protection service is required, you will need to work with your local fire district, which is responsible for establishing **Fire Protection Requirements** for all new construction within their respective service areas, and your local water provider, Soquel Creek Water District (SCWD). SCWD is responsible for all water improvements within its service area and must oversee and approve all new facilities added to its system.

You have two options when it comes to the installation of the required services. You may choose to have the SCWD install the service or have an outside contractor install it for you. The procedures for both options are detailed below.

*Note: It is important to contact your local fire district during the early stages of your project. This provides ample time and avoids any delays that may arise if your construction is dependent on a fire hydrant or fire service installation.*

## District Installed Project

### Procedures for District Installed Fire Protection Services

#### Step 1. The Application Stage

- The Applicant fills out the top portion of the *Fire Protection Requirements Form* (available at the SCWD office) and submits it to the appropriate local fire district to state what improvements are required as a condition of the development permit or installation request.
- The completed form is submitted to SCWD along with a nonrefundable \$50 deposit. This deposit will be applied to the installation costs of the fire protection facilities.

#### Step 2. Design Stage

- If the Applicant is required to install a fire protection service, SCWD will design the project and request quotes from contractors for construction. A bid award is granted to the lowest competitive bid.
- SCWD will notify residents of the proposed improvements that may affect street parking.
- These fire services only include the portion from SCWD water main to the back of the backflow device. Applicant will need to submit plans to their local fire district for underground piping from backflow device to structure.

#### Step 3. Project Agreement

- Once the design and bidding process is complete, a written agreement is created between the Applicant and SCWD. The Applicant agrees to pay for all construction, design, inspection, and administrative costs.
- The Agreement must be signed and monies for construction deposited by the Applicant before SCWD can process the project and begin construction.
- Upon receipt of the Agreement and all fees, the Chief Engineer will execute the Agreement and mail a signed copy to the Applicant.

#### Step 4. Installation

- The construction period for fire protection services is approximately 20 days; five days for the submittal process and 15 days for installation.
- SCWD Engineers and Inspectors will administrate and monitor construction.

#### Step 5. Project Completion

- Once it is determined by SCWD that the fire protection service has been properly installed and that all items of the Agreement have been satisfied, SCWD will notify the appropriate fire district that the facilities are ready for service.
- SCWD will close the project file and deduct the actual cost attributed to engineering, administration, and inspection services from the deposit and refund any remaining deposit, if applicable. If unforeseen conditions arise during construction, however, the Applicant will be required to pay the additional costs as described in the Agreement.

## Applicant Installed Project

### Procedures for Applicant Installed Fire Protection Services

In the event the Applicant is a developer or contractor or has a significant amount of civil improvements being done at the proposed project site, the Applicant may choose to install the required fire protection improvements. Listed below are the guidelines that must be followed for Applicant installed services. These fire services only include the portion from SCWD water main to the back of the backflow device. Applicant will need to submit plans to their local fire district for underground piping from backflow device to structure.

#### Step 1. The Application Stage

- The Applicant fills out the top portion of the *Fire Protection Requirements Form* (available at the SCWD office) and submits it to the appropriate local fire district to state what improvements are required as a condition of the development permit or installation request.
  - The completed form is submitted to SCWD along with a nonrefundable \$50 deposit. This deposit will be applied to the installation costs of the fire protection facilities.
  - The Applicant must submit three sets of engineered design drawings showing improvements as designed by a Civil Engineer and citing SCWD's appropriate Standard Drawings and Specifications along with the name of the Contractor who will install the fire protection services.
- Note: Under California law, the Contractor must pay prevailing wages for projects in excess of \$1,000.*

#### Step 2. Processing the Application

- SCWD will review the plans and specifications and return them to the Engineer with any required revisions.
- SCWD will notify residents of the proposed improvements that may affect street parking.

#### Step 3. Project Agreement

- Once SCWD has approved the drawings, an Applicant Installed Fire Hydrant Agreement will be prepared for the Applicant's consideration.
- The Applicant must sign and return the Agreement along

with a performance bond in the amount of 100 percent of the total cost of the improvements as determined by the SCWD. A deposit will also be collected to cover administration and construction inspection costs.

- The Applicant must also submit insurance certificates complete with a CG2010 rider naming the SCWD and all of its employees as additional insured. The insurance certificates shall cover general liability, automotive insurance, and workers' compensation insurance in the amounts named in the District's Standard Specifications.
- Once the agreement, performance bond, insurance certificates, and cash deposit have been received, the Chief Engineer will execute the Agreement on behalf of SCWD and mail a copy to the Applicant.

#### Step 4. Installation

- The Applicant must notify SCWD at least 48 hours in advance of the proposed starting date of construction.
- The Applicant's Contractor must have a set of District approved Plans on the job site at all times.
- The Applicant's Contractor must make all work available for inspection. SCWD will inspect the construction during regular working hours.
- The Applicant must furnish SCWD As-built Plans and a statement of costs for all installed facilities.
- The Applicant must provide a 2-year Maintenance Bond as described in the Agreement.

#### Step 5. Project Completion

- Once it is determined by SCWD that the fire protection service has been properly installed and that all items of the Agreement have been satisfied, SCWD will notify the appropriate fire district that the facilities are ready for service.
- SCWD will close the project file and deduct the actual costs attributed to engineering, administration, and inspection services from the deposit and refund any remaining deposit if applicable.