



**City of Annapolis**  
Department of Public Works  
145 Gorman Street, Fl 2  
Annapolis, MD 21401-2529

[Hydrant@annapolis.gov](mailto:Hydrant@annapolis.gov) • 410-263-7949 • Fax 410-263-3322 • TDD use MD Relay or 711 • [www.annapolis.gov](http://www.annapolis.gov)

## Hydrant Connection, Sprinkler Flow and Adequate Facilities Procedure

The City of Annapolis City Code [Section 16.08.10](#) states:

- A. No person shall open or assist in opening any fireplug belonging to the City, except in the case of an actual fire in the vicinity, or remove the cover from any water box, stopcock box or meter box, or turn off or on the supply of water by means of valves on the main stopcock on the service pipe, meter box, or otherwise, without the authority of the Director of Public Works, without first having obtained a permit, and without displaying the permit during the course of committing the act.
- B. A person who violates this section is guilty of a municipal infraction and is subject to a fine as established by resolution of the City Council.

### Procedure for obtaining a permit

1. Identify the City of Annapolis hydrants which you plan to use. City hydrants are generally yellow with a colored bonnet (Green/ Yellow), (Black/Yellow), Orange/ Yellow).
2. All City hydrants have identification numbers on brass tags located under the bonnet generally to the right of the streamer pipe. Depending on the type of hydrant, some of these tags are tight to the bonnet.
3. If requesting a permit for Fire Flow or Adequate Facilities, schedule the test with the Annapolis Fire Department Fire Marshall's Office at 410-263-7975. Schedule the test allowing for 48 hours after submission of the application to allow time to process the permit.

#### 4. Definition of Adequate Facilities

"Proposed project" means all new development or redevelopment of any non-residential building or any mixed-use development of non-residential and residential uses, proposed by an applicant, where the proposed development is greater than ten thousand square feet in area or a residential subdivision of more than eleven lots regardless of the square footage of the development.

"Redevelopment" means the expansion, significant rehabilitation, alteration, reconstruction, or substantial improvement of any existing principal structure on a site, which has previously been developed. The construction of new structures on an undeveloped site is not redevelopment for purposes of this title.

#### 5. Application section one field entries:

*Exact Location of Hydrant Connection* - In this space, include the Hydrant ID Number (brass tag under bonnet). If conducting a Fire Flow or Adequate Facilities Test, indicate which hydrant will be flowed and gauged during the test.

*Need for Connection* - State "Fire Flow Test", "Adequate Facilities Test" (Proposed project greater than 10,000 square feet in area or residential subdivision of more than 11 lots.), or description of project that the hydrant is needed for.  
*Note:* Place only one test group per application for Fire Flow Test and Adequate Facility Test.

*Work to Start* - Permits will only be issued for 1 day for each Fire Flow and Adequate Facility Test. Schedule with the Fire Dept 48 hours out from application date.

6. Submit a separate map outlining the project location, nearest cross streets and hydrant locations with the corresponding hydrant ID numbers.
7. FAX the completed application to 410-263-3322.
8. Once the application is approved, you will be notified that the permit is ready via FAX or phone call or email. Permits must be picked up from the Department of Public Works, 145 Gorman Street, 2<sup>nd</sup> floor, unless otherwise notified.
9. Review and complete the conditions located at the bottom of the permit. Some conditions on the permit MUST be met prior to performing the work. Failure to meet these conditions causes the permit to become invalid and subject to enforcement action.
10. Any changes to the permit, i.e., hydrant location, dates, etc., must be approved prior to proceeding. Contact the Department of Public Works at 410-263-7949 to request changes. Failure to meet this requirement causes the permit to become invalid and subject to enforcement action.

