



City of Bellevue Utilities  
Operations & Maintenance Division

TANK LOT PERMIT APPLICATION		
Applicant Information		
Company Name:	Company Phone #:	
Contact Name:	Contact Phone #:	
Company/Contact Address:		
City:	State:	Zip Code:
Email*:	<i>* Email will be used for online billing purposes &amp; customer communication(s)</i>	
Project & Hydrant Use Information		
Purpose of Water Usage:		
Vehicle Make:		
Vehicle Type:		
License #:		
Tank Capacity (by gal):		
Billing Information		
Permit Billing Information:	<input type="checkbox"/> check box if billing address is same as company/contact address (above)	
Street:		
City:	State:	Zip Code:
Permit Application Process		
<p>Applications will be reviewed within 5-business days and approved customers will be issued an invoice to pay initial permit fee. COB will schedule a day/time to inspect the truck at our Bellevue Service Center to ensure proper Air Gap capabilities. Trucks that pass inspections will be issued a permit at that time. Permit only allows holder to fill from designated hydrants (blue). See hydrant map for details. Hydrant map and Permit Fees can be found on City of Bellevue Tank Lot Permit website.</p> <p>All permit fees will be billed upon submission of application and must be paid by designated due date. Permit fees can be paid online, through mail or at the Service First Desk at City Hall ( 1<sup>st</sup> Floor, 240 110<sup>th</sup> Ave NE, Bellevue, WA).</p> <p>To schedule an appointment please contact the City of Bellevue Backflow Program at: <a href="mailto:Backflow@bellevuewa.gov">Backflow@bellevuewa.gov</a>, Tel: (425) 452-4201</p>		



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**Billing & Permit Cancellation Policy**

Tank Lot permit holders are expected to log their daily water usage and send their water usage logs to Utilities Billing monthly. Tank Lot Quantity reports are due on the 15<sup>th</sup> of each month for the previous month. The Tank Lot Quantity Report can be found on the City of Bellevue Tank Lot Permit website.

If no water usage has been reported in a 3-month (90-day) period City of Bellevue reserves the right to revoke customer’s Permit. If customer has not submitted their Tank Lot Quantity Report by the 15<sup>th</sup> of the following month charges may be billed at \$8.52 per ccf based on maximum tank capacity and charged based on one-fill per day for the number of days the permit is active.

Daily water charges will continue to accrue from the time of permit start until Written Notification is received to cancel permit, or permit expires. Permits will expire automatically on January 1 of next calendar year.

To cancel permit please contact the City of Bellevue Backflow Program at: [Backflow@bellevuewa.gov](mailto:Backflow@bellevuewa.gov), Tel: (425) 452-4201

**Permit Holder Agreement**

*The undersigned hereby certifies that this permit and all related City of Bellevue assets will be used only for the designated and specified permit purposes when connected to the City of Bellevue’s Water System. The undersigned agrees to hold harmless the City of Bellevue, agents and employees for any all claims or liability of any nature whatsoever for injury to or death of any person or damage to any property real or persona, arising out of the use of a City of Bellevue hydrant, meter and/or backflow device. The undersign agrees to pay all deposit and permit fees prior to or after truck inspection.*

Print Name:

Signature:

Date:

*Failure to comply with permit, equipment and/or billing requirements can result in the immediate termination of this permit and the issuance of any applicable fines per Bellevue Civil Enforcement code chapter 1.18 and is subject to escalating enforcement including up to \$500 per day per violation and up to \$5,000 per day for repeat violations. Permit holder is responsible for the safety, maintenance and general wellbeing of city of Bellevue property and equipment from time of install until uninstall is complete.*

*\*If unable to utilize above “submit” button, please save document and send as an attachment to [backflow@bellevuewa.gov](mailto:backflow@bellevuewa.gov)*

**Permit Status**

The following is to be used COB Utilities Finance department:

**Inspection Information**

FOR COB Use Only (WQ)

Comments:

**Fee Status**

FOR COB Use Only (Util Finance ONLY)

Permit & Deposit Paid: