

REQUEST FOR WATER FLOW DATA INSTRUCTIONS



1. Request a Water Flow Test or Static Pressure Test by reaching out to our technicians at water.engineering@cityofvallejo.net or at (707) 648-8618. You can also request this from the Water Department Engineer you are working with.
2. A map showing fire hydrants closest to your specified location will be generated and emailed to you.
3. Upon receiving the map, mark-up which hydrants to READ and FLOW, as per the example below. If you are uncertain which fire hydrants to choose, please consult your fire sprinkler engineer, (C16 Contractor). We do not advise on read and flow.



4. Complete the upper portion of the Request for Water Flow Data form. Email the form and marked-up map to: water.engineering@cityofvallejo.net or the Water Department Engineer you are working with.
5. Once the application is received, we will populate the correct fire hydrant numbers and locations and you will be emailed a completed application and map.
6. Payment can be made at City Hall (open Mon-Thurs / 9am-3pm) with sent **Proof of Receipt**
OR Payment can be sent by check, payable to 'City of Vallejo Water Department' which can be mailed to:

Water Administration
Attn Water Engineering
202 Fleming Hill Rd.
Vallejo, CA 94589
7. It takes approximately 5-7 business days to receive the results after the payment is made.



CITY OF VALLEJO WATER DEPARTMENT
 Central Permit Center (Second floor)
 555 Santa Clara Street, Vallejo, CA 94589
 9:00 a.m. – 3:00 p.m. (Monday – Thursday)
 Closed Fridays

DATE
 REQUESTED: _____
 TO: _____
 Preventative Maintenance
 FROM: _____
 Water Department Engineer
 SUBJECT: Request for water flow data
 FILE: Water Flow Data 2023

Finance Department
Commercial Services Division
 Account No.: 401-0000-310.36-24
 Amount: **\$602.00 / \$369.00**
 Check No.: _____
**Commercial Services return receipt
 To Water Department**

<u>APPLICANT REQUESTED INFORMATION</u>	
(to be filled out by applicant)	
THE WATER DEPARTMENT HAS BEEN REQUESTED TO:	
<input type="checkbox"/> CONDUCT A WATER FLOW TEST (\$602.00) <input type="checkbox"/> DETERMINE THE STATIC PRESSURE (\$369.00)	
*Fees are based on Fiscal Year 2023-2024	
FOR THE DEVELOPMENT:	
AT:	_____
Email results to:	_____
WHEN DONE PLEASE REPORT THE FINDINGS TO THE WATER DEPARTMENT AND THE FIRE PREVENTION DIVISION.	
<u>LOCATION OF FIRE HYDRANTS TO BE TESTED</u>	
(to be filled out by Water Department Engineer)	
FLOW HYDRANT ID:	_____
FLOW HYDRANT LOCATION:	_____
READ HYDRANT ID:	_____
READ HYDRANT LOCATION:	_____
<u>TEST RESULTS</u>	
(to be filled out by Preventative Maintenance Department)	
STATIC PRESSURE (PSI):	_____
RESIDUAL PRESSURE (PSI):	_____
PITOT READING (PSI):	_____
FLOW (GPM):	_____
ORIFICE DIAMETER (IN):	_____
TEST COMPLETED BY:	_____
DATE COMPLETED:	_____
<u>ADDITIONAL REMARKS</u>	

PLEASE SEE ATTACH A SHEET(S) WHEN A DIAGRAM IS NEEDED FOR CLARIFICATION.