



**CHARLOTTE FIRE DEPARTMENT
FIRE MARSHAL'S OFFICE
500 DALTON AVE
CHARLOTTE, NC 28206**



Instructions for Completion of the Fire Hydrant Flow Request Form

This guide is provided in order to expedite your request. All portions of the form must be completed, or your form may be returned to you, resulting in a delay of the test you are requesting. A check payable to the “City of Charlotte” in the amount indicated on the attached flow request form shall be provided with this request. Please allow two weeks for the test results.

NOTE:

- For fire sprinkler design purposes, it is your responsibility to ensure that the hydrant you are requesting to be tested is the hydrant closest to where the tap will be made.
 - You may be charged additional test fees if insufficient flow results are the result of closed, or partially closed valves for privately-owned hydrants.
1. **Hydrant Location:** Please provide a specific location of the test hydrant(s) by providing a street number and/or address, or CFD hydrant number. **DO NOT** use wording such as “nearest to...” to indicate location since there may be more than one hydrant close to the area. A site map showing the location of the test hydrant is beneficial.
 2. **Project Name:** If applicable, provide the name of the construction project listed on the submitted building plans.
 3. **Project Address:** Project address *must* be completed. This should be the address indicated on the submitted plans.
 4. **Company Requesting:** Name of company requesting the test.
 5. **Company Address:** Self-explanatory.
 6. **Name of Contact:** This is the person the flow test results will be forwarded to. If you are completing this form as a representative of that person, make sure that person is aware the results will be forwarded to them.
 7. **Telephone Number:** Telephone number of contact.
 8. **Fax Number:** All flow test results will be faxed to this number.
 9. **Purpose of Test:** (ex. new construction, insurance request, fire sprinkler evaluation, etc.)

Mail the request form to the address found in the header of this document with attention to the Water Supply Officer or e-mail to megarcia@charlottenc.gov.