



### **Private Hydrant Fire Operational Permit Submittal Information**

Welcome to the Town of Florence, Arizona. The Community Development Department is dedicated to shaping the public policies that guide the growth and development of Florence. This is achieved by developing sound land use strategies, adhering to responsible zoning and development standards, ensuring buildings are safe for occupancy, preserving our cherished historic structures, and overseeing the well-being of local neighborhoods. In serving Florence residents, we are committed to providing excellent customer service through proactive, community-based planning, and supporting appointed and elected officials as we build a thriving, livable environment that embodies progress, prosperity, and a strong sense of community for all.

Please attach the following items for your submittal:

- Private Hydrant Fire Operational permit application completed and signed by applicant.
- Map showing the private hydrant location(s).
- Current annual fire hydrant test report.
- Copy of Original Fire Inspection Report.

Permit Fee: \$100.00 (annual).

The Permit Fee is due once the application has been processed.

Permit applications and plans shall be submitted electronically to [tofpermits@florenceaz.gov](mailto:tofpermits@florenceaz.gov)

Payments. Payments can be made in person, over the phone, or by mail.  
(Please note: A 3% transaction is charged for debit/credit card payments.)

Town of Florence – Community Development Department  
224 W. 20<sup>th</sup> Street  
Florence, Arizona 85132  
(520)868-7500

Office Hours: Monday – Friday from 8:00 am to 5:00 pm

The Community Development Department will notify you electronically on the status of your application. For questions pertaining to the permitting process please call the office at (520) 868 – 7665.

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**PRIVATE HYDRANT FIRE OPERATIONAL PERMIT APPLICATION**

Property Address: \_\_\_\_\_

Business Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_

Applicant Email Address: \_\_\_\_\_

Fire Operational Permits are issued Annually and are due for renewal prior to the expiration date. Issuance of a reoccurring operational permit does not mandate a fire inspection.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Applicant

2018 International Fire Code, Chapter 1, Section 105.6.39 An operational permit is required for the removal from service, use or operation of private fire hydrants.

2018 International Fire Code, Chapter 1, Section 105.2.2 Inspection authorized. Before a new operational permit is approved, the fire code official is authorized to inspect the receptacles, vehicles, buildings, devices, premises, storage spaces or areas to be used to determine compliance with this code or any operational constraints.

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