

# Private Fire Hydrant Information Sheet

## Process

This information sheet provides details on the requirements to obtain a permit from the Department of Licenses and Inspections for the installation, removal, and replacement of fire hydrants on private property in the City of Philadelphia.

## Application requirements

The permit application must include the scope of work, the estimated cost of work, and the fire suppression contractor must be identified and confirm association with the project before a permit may be issued. Based on the scope of work, the following information must also be submitted with your permit application.

### ➤ Initial Installation

- Site plan demonstrating compliance with Chapter 5 of the Philadelphia Fire Code, including the following:
  - Number and location of hydrants
  - Water main size and location
  - Color Coding
- Water Availability – [Water Flow Test Data Form](#)
- A completed PWD Application for Backflow Prevention Assembly Installation (CP –100 form)
- Hydrant shop drawings – PWD details are required or PWD stamp on plans.  
For more information, customers can email PWD – Engineering Design Unit at [PWD.EDR@phila.gov](mailto:PWD.EDR@phila.gov).
- Approval of Philadelphia Fire Department (PFD) - Water Operations Unit.  
For more information, customers can call the Water Operations Unit at 215-686-1354.

### ➤ Removals

- Site plan approved by Philadelphia Fire Department (PFD) - Water Operations Unit.  
For more information, customers can call the Water Operations Unit at 215-686-1354.

### ➤ Replacements

- Hydrant shop drawings – PWD details are required or PWD stamp on plans.  
For more information, customers can email PWD – Engineering Design Unit at [PWD.EDR@phila.gov](mailto:PWD.EDR@phila.gov).
- Site plan depicting location of hydrants to be replaced.

## How to submit permit application

You can submit your permit application [online using eCLIPSE](#) or you can [schedule an appointment](#) to submit your application in-person at the Permit and License Center. You can also schedule a [virtual appointment](#) to get help filing your application online.

- You must apply for a [Fire Suppression permit](#).
- PFD and PWD approvals are obtained outside of eCLIPSE and must be obtained prior to the submission of an L&I permit application.

## Permit Fees and Review Times

- Refer to the [L&I permit fee schedule](#) for applicable fees.
- Additional permit fees: \$4.50 State surcharge; \$3 City surcharge

Applications are reviewed within 20 business days.

*Exception: Complete applications for removal or replacement submitted by appointment may be processed as the customer waits.*

## Other approvals

- PWD Connection permit, where new water service is installed.
- Streets Department footway / street opening permit where sidewalk and/or roadway paving is disturbed.