

Board of Public Utilities
Permit to Use City Fire Hydrant
For Water for Public Oil & Gas Exploration & Development

Date: _____

Revised : 10-22-25

Requests for a “Permit to Use City Fire Hydrant” must be received by the Board of Public Utilities (BOPU) not less than forty-eight (48) hours before the day needed.

The **Contractor**, _____ hereby agrees to all of the terms, conditions and provisions listed below and to pay all deposits and fees for services rendered:

Location: The **Contractor** requests and agrees:

1. To use the City Fire Hydrant located at _____, identified as BOPU hydrant No. _____ for the period of time beginning _____ and ending _____.
2. To use the Water from the City Fire Hydrant only at the above referenced location, for the project described as _____ which is located **outside** the City limits.
3. To follow the Fire Hydrant Operational Instructions attached hereto as Page 4.
4. Attach a “Certificate of Insurance” verifying insurance coverage as required by BOPU, see Page 6.
5. That this Hydrant Permit applies to and is valid only at the location listed above. Use of any other City fire hydrant is strictly prohibited unless the Contractor has notified and received authorization from the BOPU Meter Maintenance Dept at 307-637-6471. Failure to comply with this provision will result in fine(s) pursuant to Resolution No. 2025-04, attached hereto.
6. Taking water from a Hydrant without a Permit, or without proper equipment or equipment that is not properly installed is illegal and will result in fines pursuant to BOPU Resolution No. 2025-04.

Deposit: The **Contractor** is responsible for paying the following deposits prior to this request becoming valid and active. No exceptions will be made to this requirement.

Total Deposit: \$ 4200.00* Covers the cost for damage and or loss of loaned equipment (i.e. hydrant meter, backflow device, spanner wrench, auxiliary valve w/ adaptors and hose) as well as failure to report consumption.

*see resolution No.2025-04 attached. Fees are 1.5 times for Outside City Use.

Fees, Rates and Consumption Reporting:

The **Contractor** agrees to pay a one time Handling Fee in the amount of **\$67.50**. **This fee will be paid at the same time as and in addition to the above deposit.**

The **Contractor** agrees to pay for water consumption and the hydrant meter rental every thirty (30) days, as billed by the BOPU at the following rates:

Hydrant meter rental: **\$16.50 per day** for as long as the hydrant meter has not been returned.

Water consumption: **\$24.20 per 1,000 gallons** or current rate per 1000 gallons.

A **2% Assessment Fee** will be added to all monthly BOPU bills.

At job completion and return of equipment, any remaining water consumption and daily meter rental will be deducted from the hydrant deposit. Any remaining deposit will be refunded to the Contractor.

BELOW: TO BE COMPLETED BY THE BOARD OF PUBLIC UTILITIES

This request has been received and duly approved by the Meter Maintenance Area of the BOPU. The BOPU agrees to allow the Contractor to use a City Fire Hydrant through a temporary connection under the terms and conditions described above for use **outside** the City.

BOPU Signature

Date

Items issued to contractors for a hydrant permit: **Hydrant Meter w/ Adapters, Spanner Wrench, 6' of 2 1/2" Hose, Auxiliary Valve w/ Adaptors, and Backflow Preventer w/ Adaptors.**

Deposit Received: _____ M.R. No: _____

Meter Number: _____ On Reading: _____

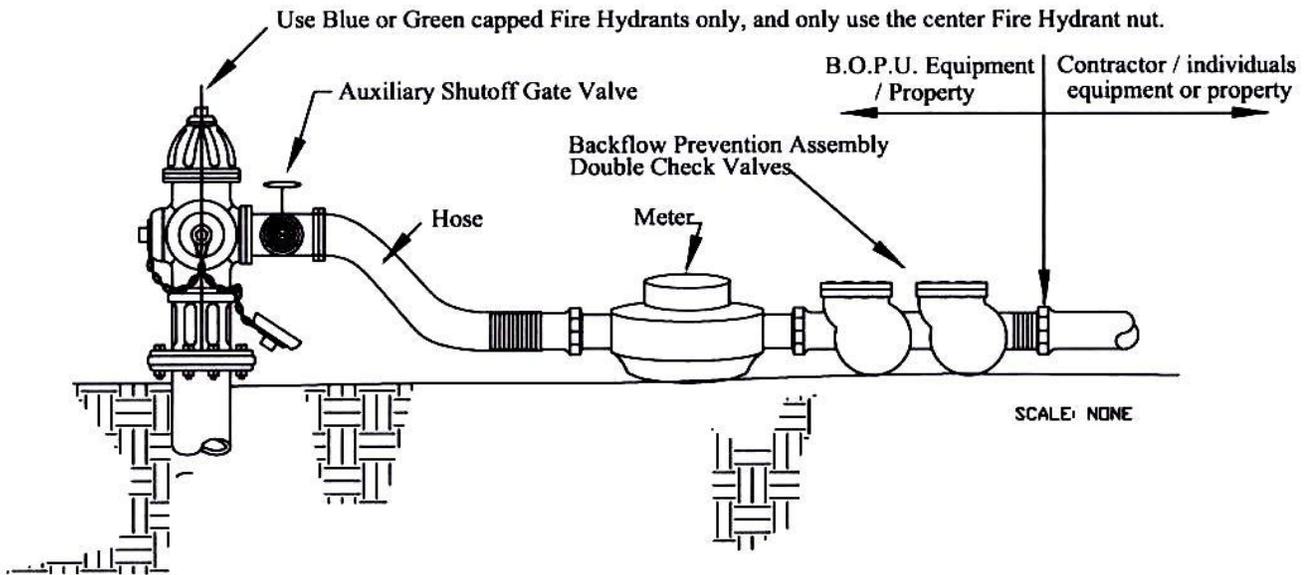
Backflow Device S/N: _____

Date Equipment Returned: _____ Off Reading: _____

HYDRANT METER OPERATING INSTRUCTIONS

THE CONTRACTOR AGREES TO THE FOLLOWING OPERATING INSTRUCTIONS WHEN TAKING WATER FROM CITY OF CHEYENNE FIRE HYDRANTS:

1. Contractor may only draw water from the hydrant identified on the hydrant permit.
2. The fire hydrant will be set up with the supplied shutoff gate valve (BALL VALVES NOT ALLOWED!) to control the fire hydrant output. NEVER use the fire hydrant operating nut to throttle the output. During service operations, the fire hydrant operating nut should BE IN THE FULLY OPEN position and control maintained with the supplied gate valve.
3. The Contractor agrees to use only approved fire hydrant spanner wrenches to “open and close” the fire hydrant operating nut. Contractor will not use a pipe or adjustable wrench.
4. “Open and Close” the fire hydrant slowly. Slamming or an abrupt operation of a hydrant will result in extensive damage, extending into residential and commercial structures. (BALL VALVES NOT ALLOWED!)
5. When connecting to the fire hydrant, the Contractor must use the Backflow Prevention Assembly owned and issued by the BOPU.
6. All City fire hydrants are OPEN TO THE RIGHT. Be sure to operate correctly.
7. When the hydrant is not in use, (nights, weekends, holidays) all equipment must be removed, secured and all equipment must be protected from freezing at all times.
8. Failure to use the issued equipment and to properly operate the fire hydrant will result in immediate termination of the Hydrant Permit and retrieval of all issued equipment.
9. Contractor will be billed for all removed, missing or damaged fittings and components.





Fire Prevention Bureau

2101 O'Neil Ave. #304, Cheyenne WY 82001
307-637-6311



Fire Hydrant use Requirements

The contractor shall maintain hydrants clear of any piping, connections, storage, or debris that may obstruct or hinder fire operations. A 3' clear and unobstructed area shall be maintained around each hydrant. Except for the meter, hose, and backflow prevention assembly. IFC Sections 508.5.4 and 508.5.5 referenced below.

Removal of or tampering with equipment. It shall be unlawful for any person to remove, tamper, with or otherwise disturb any fire hydrant, fire detection and alarm system, fire suppression system, or other fire appliance required by this code except for the purpose of extinguishing fire, training purposes, recharging or making necessary repairs, or **when approved by the fire code official.** IFC Section 901.8 *Upon issuance of a permit to use City Fire Hydrant by BOPU this shall constitute approval of the Fire Code Official.*

The contractor shall shut down water extraction operations in the event of fire operations in the area, or **as required by the fire code official.**

The contractor shall ensure the employees have sufficient knowledge and training needed to properly extract water without damaging hydrants or supply piping.

The contractor shall provide a list of contact names and phone numbers to assist the Fire Department in contacting management or field operations in an emergency.

The contractor shall provide to each driver a (laminated) card with a list of emergency contact phone numbers for use by their drivers and field personnel. Phone numbers and contact information shall include: Dispatch (911), Cheyenne Fire and Rescue Operations Chief at 637-6311, BOPU Water Dispatch at 637-6471.

508.5.4 Obstruction. Posts, fences, vehicles, growth, trash, storage and other materials or objects shall not be placed or kept near fire hydrants, fire department inlet connections or fire protection system control valves in a manner that would prevent such equipment or fire hydrants from being immediately discernible. The fire department shall not be deterred or hindered from gaining immediate access to fire protection equipment or fire hydrants. IFC 2006

508.5.5 Clear space around hydrants. A 3-foot (914 mm) clear space shall be maintained around the circumference of fire hydrants except as otherwise required or approved. IFC 2006

HYDRANT PERMIT INSURANCE REQUIREMENTS: GENERAL CONDITIONS

1. The Contractor shall file a Certificate of Insurance with the Cheyenne Board of Public Utilities verifying each type of insurance coverage listed below.
2. The Certificate of Insurance shall be submitted to and approved by the Cheyenne Board of Public Utilities prior to commencement of performance under this bid and the subsequent contract.

3.	<u>Type of Coverage</u>	<u>Minimum Limits</u>
	Commercial General Liability	\$1,000,000 Per Occurrence
	(Including Products and completed Operations)	\$2,000,000 Aggregate
	<u>* Explosion, Collapse, Underground</u>	\$1,000,000 Per Occurrence
	(XCU Endorsements) to the hazards of a	\$2,000,000 Aggregate
	Specific project.	

* Please note that the Certificate of Liability Insurance must specifically state that either:

- **Commercial General Liability Policy includes Explosion, Collapse, Underground (XCU) coverage.**

OR

- **Explosion, Collapse, Underground, (XCU) is not excluded from the Commercial General Liability policy coverage.**

Business Automobile Liability	\$1,000,000 CSL
Workers' Compensation	Statutory
Employer's Liability "Stop Gap"	\$500,000 Each Accident
(if afforded by voluntary	\$500,000 Each Disease Policy Limit
Workers' Compensation)	\$500,000 Disease/Each Employee

4. It is understood and agreed that these policies are primary and not contributory. All policies required under this contract shall be in effect for the duration of the project and contract. Insurance certificates must include a clause stating that the insurance may not be canceled, amended or allowed to lapse until the expiration of at least thirty (30) days advance written notice to the Cheyenne Board of Public Utilities.
5. The City of Cheyenne (City) and the Board of Public Utilities (BOPU) shall be named as an **additional insured** on the Contractor's insurance policies, except workers' compensation, and the Contractor shall provide a copy of the endorsement providing this coverage.
6. The BOPU has the right to reject a certificate of insurance if the Contractor's insurance company is widely regarded in the insurance industry as financially unstable. Any insurance company providing coverage under this contract shall have a minimum A.M. Best rating of A- (excellent).

7. The City and the BOPU has the right to review the certificates of any or all subcontractors used by the Contractor. Further, the BOPU has the right to require, as necessary, that the subcontractors' insurance coverage be equivalent to that required of the Contractor.
8. The City and / or the BOPU have the right to increase the required minimum limit of liability on any contract project as warranted by an increase in hazard. Examples of increased hazard include, but are not limited to:
 - a. handling of hazardous materials
 - b. activities involving large congregations of people
9. The City and / or the BOPU shall have the right to consult with the Contractor's insurance agent for disclosure of relevant policy information, but the City / BOPU's failure to request or review such policies, endorsements, and certificates shall not affect the City / BOPU's rights or Contractor's obligation hereunder. Disclosure of relevant policy information would specifically involve, but is not limited to:
 - a. exclusions endorsed
 - b. deductibles
 - c. claims in progress which could significantly reduce the annual aggregate limit

INDEMNITY:

In entering into the Agreement, the Contractor agrees to defend, hold harmless, and indemnify the City of Cheyenne, Wyoming and the Board of Public Utilities (BOPU), its officials, employees and authorized volunteers against any and all claims and costs, including attorney's fees, arising during or resulting from the Contractor's performance of the contract, and shall carry insurance as set forth in these contract documents. The Contractor acknowledges its understanding of this paragraph and realizes it may have a financial responsibility to the City of Cheyenne and the BOPU. The City of Cheyenne and the BOPU do not waive any applicable defenses and expressly reserves the right to invoke governmental immunity pursuant to the Wyoming Governmental Claims Act, Wyo. Stat. 1-39-101, et seq. for any claim arising out of performance of this agreement.

It is expressly understood and agreed that although the City of Cheyenne and BOPU have the right under this Contract to observe and review the work and operations of the Contractor, this shall not relieve the Contractor from any of its covenants and obligations hereunder, and the Contractor shall be responsible for and hold the City of Cheyenne and the BOPU and their representatives harmless from all suits, actions or claims of any character due to injuries or damages sustained by any person or property in consequence of any neglect in performing the work, observing safety standards or regulations, or otherwise, or through the use of unsafe or unacceptable practices or materials in the performance of the work, or the Contractor's failure to comply with any law, ordinance or regulation.

Approved as to form only:

BOPU RESOLUTION NO. 2025-04

Date: 04/14/2025

ENTITLED: "A RESOLUTION APPROVING REVISED ADMINISTRATIVE FEES, SERVICE CHARGES AND PENALTIES SET BY THE BOARD OF PUBLIC UTILITIES."

WHEREAS, the Board of Public Utilities ("Board") is authorized by State Statute and City Code to fix rates, fees and penalties for water and sanitary sewer services furnished to customers;

WHEREAS, the Board has determined that an increase in the administrative fees, service charges and penalties is justified to ensure adequate revenue is generated in order to pay for costs associated with those water and sewer services rendered;

WHEREAS, pursuant to City Code Section 13.04.140, rates and charges for the consumption of city utility services, charges and fees for connection thereto, inspections, penalties, shutoff penalties and meter installations are established by the Board, approved by the Governing Body and filed with the City Clerk and business office of the Board;

WHEREAS, the Governing Body of the City of Cheyenne, pursuant to Ordinance 4573, adopted June 10, 2024, requires that prior to the beginning of each fiscal year, the Board will calculate new rates for Water and Sewer services based on the Bureau of Labor Statistics, Consumer Price Index, All Urban Consumers, Water and Sewer Maintenance, and the Wyoming Cost of Living Index – Southeast Region and prepare new rate schedules for Water and Sewer services that shall be presented in the form of an ordinance to the Governing Body; and

WHEREAS, the Bureau of Labor Statistics, Consumer Price Index, All Urban Consumers, Water and Sewer Maintenance for the calendar year 2024 was 4.7% and the Wyoming Cost of Living Index – Southeast Region for the second quarter of 2024 was 3.3%; and the Engineering News Record Construction Cost Index (ENR CCI) for calendar year 2024, was 1.6%;

NOW, THEREFORE, BE IT RESOLVED that the administrative fees, service charges and penalties fee schedule will be adjusted based on review and rationale.

BE IT FURTHER RESOLVED that the following fee schedule for administrative fees, service charges and penalties is adopted by the Board and that it shall be submitted to the Governing Body of the City of Cheyenne for approval to become effective October 1, 2025.

Administrative Fees, Service Charges and Penalties

	<u>Effective October 1, 2025</u>	<u>Effective January 1, 2025</u>
Administration:		
Late Payment Penalty	\$10.00	\$3.30
Property Lien Filing Fee (including filing fees and any 3rd party preparation costs)	Actual Cost + 3%	\$0.00
New Account and Account Transfer Fee	\$15.00	\$0.00

Exhibit D

	<u>Effective</u> <u>October 1, 2025</u>	<u>Effective</u> <u>January 1, 2025</u>
Customer Deposit	\$250.00	\$250.00
Trip Charge	\$20.00	\$20.00
Water Service Disconnect and/or Reconnect Fees*:		
During Office Hours (8 to 5 non-weekend or holidays)	\$40.00	\$40.00
After Office Hours and Holidays	\$60.00	\$60.00
*(Fee to disconnect or reconnect water service for nonpayment, inability to obtain a meter reading or BOPU Violation)		
ISF Checks; Returned Checks; Cancelled Payments	\$30.00	\$30.00
Violations of the Water Conservation Program		
Under Normal Water Schedule		
1st Violation (Warning)	\$0	\$0
2nd Violation	\$100.00	\$90.00
3rd Violation	\$200.00	\$180.00
Subsequent Violations (each)	\$500.00	\$500.00
Under Times of Water Shortage		
1st Violation (Warning)	\$0	\$0
2nd Violation	\$250.00	\$250.00
3rd Violation	\$500.00	\$500.00
Subsequent Violations (each)	\$750.00	\$750.00
Penalty for violation of City Codes	\$750.00	\$750.00
Photocopies (B & W)	\$0.40	\$0.40
Photocopies (Color)	\$1.00	\$0.50
Fax Transmissions		
Inbound	\$1.00	\$1.80
Outbound	\$1.00	\$1.80
Production and/or Duplication of Electronic Records or Recordings	\$25.00/hour	\$25.00/hour
Special Project Research	\$25.00/hour	\$25.00/hour
Special Computer Runs/Listings	\$25.00/hour	\$25.00/hour
Engineering:		
Inspection Fee (per hour)	\$79.00/hour	\$76.00
Inspection Fee (per hour) – Overtime	\$119.00/hour	\$114.00
Construction Water	Approved Water Rates	Approved Water Rates
Penalty for connection to System without permit (see Penalty for violation of City Codes)	\$750.00	\$750.00

Exhibit D

	<u>Effective October 1, 2025</u>	<u>Effective January 1, 2025</u>
Penalty for taking water without a meter (see Penalty for violation of City Codes)	\$750.00	\$750.00
Penalty for removing a meter w/o permission (see Penalty for violation of City Codes)	\$750.00	\$750.00
Common User Service Application Fee	\$150.00	\$150.00
Outside User Agreement Application Fee	\$350.00	\$350.00
Temporary Outside User Agreement Application Fee	\$100.00	\$100.00
Utility Plan Review Fee (per plan & profile)	\$100.00	\$100.00
Connection replat or transfer Administration Fee	\$100.00	\$100.00
Operations and Maintenance:		
Meter Installation/Removal Fee	\$45.00	\$45.00
Meter Installation/Removal Fee – Overtime	\$68.00	\$68.00
Meter Inspection Testing Fee	\$45.00	\$45.00
Jet Truck Assistance	\$300.00/hour	\$300.00/hour
Camera Trailer Inspection	\$300.00/hour	\$300.00/hour
Dump Truck	\$60.00/hour	\$60.00/hour
Utility Pickup Truck	\$25.00/hour	\$25.00/hour
Wheel Backhoe	\$60.00/hour	\$60.00/hour
Sewer Blockage/Backup Fee	Actual Cost	Actual Cost
Water/Sewer Damage Repair Fee	Actual Cost	Actual Cost
Damaged/Frozen/Vandalized Meter	Actual Cost	Actual Cost
Repeat Frozen Meter Calls	\$66.00	\$66.00
Jumper Installation/Removal Fee	\$66.00	\$66.00
Construction Fire Hydrant Equipment Deposit *	\$2,800.00	\$2,770.00
* (Damage to a Fire hydrant, water main or meter or backflow device and equipment and / or failure to report water consumption will result in forfeiture of all or part of the above deposits)		
Spanner Wrench	Actual Cost	Actual Cost
Hydrant Meter	Actual Cost	Actual Cost
Hydrant Meter Unitized Measuring Element Repair (UME)	Actual Cost	Actual Cost
Fire Hose (2 1/2 X 6)	Actual Cost	Actual Cost
2" Auxiliary Valves & Adapters	Actual Cost	Actual Cost
2" Back Flow Device & Adapters	Actual Cost	Actual Cost
2" Back Flow Device Check Valve Repair Kit	Actual Cost	Actual Cost
Permit and Handling Fee	\$45.00	\$45.00
Meter Rental Per Day	\$11.00	\$11.00
Hydrant Meter- Treated Water (per thousand gallons)	\$7.17	\$7.17
Penalty for improper use of hydrant and/or meter assembly	\$300.00	\$300.00

Exhibit D

	<u>Effective October 1, 2025</u>	<u>Effective January 1, 2025</u>
Penalty for taking water from Hydrant w/o Hydrant Meter/Backflow or proper Hydrant Permit	\$750.00	\$750.00
Water Reclamation:		
Testing/Laboratory Fee	Actual Cost	Actual Cost
Inspection Fee - Per Hour	\$79.00/hour	\$76.00/hour
Inspection Fee - Per Hour- Overtime	\$119.00/hour	\$114.00/hour
Industrial Pretreatment Program (IPP) Application	\$420.00	\$400.00
Industrial Pretreatment Program (IPP) Renewal Fee	\$210.00	\$200.00
Water Treatment:		
Testing/Laboratory Fee	Actual Cost	Actual Cost

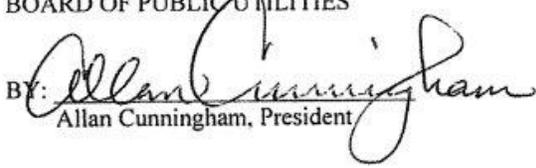
The fee schedule for administrative fees, service charges and penalties will be 1.5 times the above amounts for outside-city customers.

BE IT FURTHER RESOLVED that the Board is authorized to negotiate contracts with water and sewer system users based upon the above rates and any revision of the above rates shall be subject to Governing Body review, modification, and approval.

BE IT FURTHER RESOLVED that the foregoing fee schedule for administrative fees, service charges and penalties established by the Board shall be submitted to the Governing Body for approval and filing as provided by Code of the City of Cheyenne.

ADOPTED this 28th day of April, 2025.

BOARD OF PUBLIC UTILITIES

BY: 
Allan Cunningham, President

(SEAL)

ATTEST:

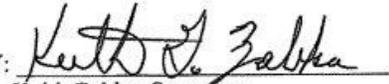
BY: 
Keith Zabka, Secretary

Exhibit D

13.08.010

**Chapter 13.08
WATER SERVICE SYSTEM**

Sections:

- 13.08.010 Enforcement.**
- 13.08.020 Application for water.**
- 13.08.030 Penalty for taking water without making application.**
- 13.08.040 Unlawful activities.**
- 13.08.050 Owners of steam boilers to keep emergency reserve of water.**
- 13.08.060 Installation and maintenance—Generally.**
- 13.08.070 Installation and maintenance—Supervision by board.**
- 13.08.080 Unauthorized alteration of conduit or water cock prohibited.**
- 13.08.090 Service pipes.**
- 13.08.100 Stopcocks.**
- 13.08.110 Cross-connections.**
- 13.08.120 Separate meters required.**
- 13.08.130 Inspection and testing.**
- 13.08.140 Removal and reinstallation.**
- 13.08.150 Tampering with meters or refusal of access to same.**

13.08.010 Enforcement.

The chief of police, the director, superintendent, or office manager of the board, their assistants, and the police and fire officers of the city shall take special heed in enforcement of the provisions of this title and may immediately shut off the water to the premises of any persons found violating any provisions. In the event a violator's water is shut off, the water service for such premises shall not be turned on again until the consumer pays a shutoff penalty established by the board and approved by the governing body, in addition to all other utility charges due. Upon a subsequent violation of this chapter, the offender may be duly prosecuted in municipal court. Each day a violation continues shall be deemed a separate offense. (2001 In-house code § 44-25)

13.08.020 Application for water.

No person may knowingly, either directly or indirectly, take water from the PWW without first applying to the board and receiving authorization in accordance with board policy. (2001 In-house code § 44-26)

13.08.030 Penalty for taking water without making application.

Persons knowingly taking water from the PWW without board approval shall pay the board for the estimated amount of water taken, plus a penalty established by the board and approved by the governing body. The water shall be shut off from the premises of such persons until all charges and penalties are paid in full. (2001 In-house code § 44-27)

13.08.040 Unlawful activities.

It is unlawful for any person, either alone or acting in concert with others, to:

A. Take water from the PWW or open any stopcock, valve or other appurtenance connected with the PWW, or in any way divert water from its course in the regular ditches or pipes supplying water to the city, without board approval;

B. Use, own or possess a key to a curb stop or to any other stop or valve controlling water mains or service pipes, over which the board has control, except a licensed plumber, officer, agent or employee of the board may use, own or possess such a key. No such key shall be loaned to any person for any purpose, nor shall any key be in the possession of any individual other than a licensed plumber, officer, agent or employee of the board;

C. Use water from the PWW or permit water to be drawn, unless the water passes through a meter supplied or approved by the board, or a hydrant use permit has been obtained, except for the extinguishment of fires or if the person using the water is an authorized city or board employee engaged in municipal work;

D. Refuse to permit the board to enter any premises where utility services are being received, at all reasonable times, to install, read, operate, monitor, inspect, repair or remove any appurtenance used in

connection with the supply, metering or monitoring of the utility service;

E. Operate fire hydrants or interfere with the PWW without first obtaining a permit, unless an authorized employee of the city engaged in municipal work;

F. Tap distribution mains or pipes of the water system or operate valves or make connections to the system, unless authorized by the board;

G. Permit water from the PWW to be used for any purpose except upon the person's own premises or for the extinguishment of fires, unless authorized by the board;

H. Permit a physical connection to be installed between a private water supply and the PWW;

I. Waste water from the PWW, whether metered or not. No leaks in service pipes, connecting pipes or any water fixture are permitted. If leaks are not promptly repaired as directed by the board so as to stop the waste of water, the water shall be shut off until the leak is repaired;

J. Bathe, wash, place or cast refuse or anything whatsoever in any ditch, reservoir or settling basin of the city, or discharge firearms over or near such ditches, reservoirs or settling basins; or

K. Place a sprinkler, hose or other irrigating device on any premises so that it sprinkles or throws water upon, across or over any sidewalk, street, road or alley. (2001 In-house code § 44-28)

13.08.050 Owners of steam boilers to keep emergency reserve of water.

Owners of steam boilers taking water from the PWW are required to have tanks that contain an ample supply of water for ten (10) hours of boiler operation in case the water is shut off for any purpose. The city, the board or any employee of either shall not be responsible for any accidents or damages sustained by reason of failure to comply with this section or by reason of the water being shut off. (2001 In-house code § 44-29)

13.08.060 Installation and maintenance—Generally.

The water piping system of every new building and of all systems installed in an existing building

shall be separate from and independent of any other building. All piping or plumbing installed by the owner shall comply with the requirements of this title and applicable technical codes. (2001 In-house code § 44-30)

13.08.070 Installation and maintenance—Supervision by board.

The board shall supervise and inspect the tapping of mains, insertion of corporation cocks and laying of service pipes to assure compliance with this title, board rules and regulations, and all other requirements for utility service. (2001 In-house code § 44-31)

13.08.080 Unauthorized alteration of conduit or water cock prohibited.

No person may make or cause to be made any alteration or addition whatsoever in or about any conduit or water cock of the PWW, whether on private property or not, without board permission. (2001 In-house code § 44-32)

13.08.090 Service pipes.

All service pipes shall be type "k" soft copper and must in all cases be laid at a depth of not less than five feet below the surface of the ground. (2001 In-house code § 44-33)

13.08.100 Stopcocks.

A. Stopcocks shall be inserted in the service pipe in every case and protected by a box with a cast-iron covering having the word "water" or the letter "W" marked thereon. Such box shall be placed inside of the curb on city property within ten (10) feet of the lot line and placed as close to such lot line as is practical and the same must be visible and flush with the pavement, sidewalk or final grade of the ground level.

B. When more than one building is supplied by a single tap by means of branch service pipes, each branch pipe shall have a stopcock with box and cover complete, which shall be located as provided for other service pipes in this section. Each building shall be served by a separate service line and tap. (2001 In-house code § 44-34)