



HYDRANT METER APPLICATION INSTRUCTIONS

Department of Public Works
11575 Maxwell Road
Alpharetta, Georgia 30009
Telephone: 404-612-3421
www.fultoncountyga.gov

Permit# _____

Meter # _____

- Please completely fill out application for water service, including date, company name, and billing address, as well as phone number.
- For property information please put address of Fulton County hydrant that you would like meter placed at the next business day. Add subdivision if applicable.
- Fulton County service area includes Milton, Alpharetta, Johns Creek, and parts of Roswell.
- Sign and date terms and conditions page at bottom.
- On the page with Permit# and Meter# at top please date, sign, print name, put driver's license #. Fill in company name and billing address as well as company phone #.
- Please initial at the middle right to acknowledge receipt of hydrant wrench where it says wrench received (customer's initials). Below meter reading section, put the address where hydrant meter will be used and received again.
- In bottom margin put a contact's name and phone # that can be reached onsite to take custody of the hydrant meter.

Hydrant Meter Return Procedures:

Call our office to schedule an appointment to return the Hydrant meter, Blue Permit card, and wrench.

CONTACT: Merlyn Mitchell or Carlissia Gillespie
404-612-3421

Days and Times to Drop off Meters:

TUESDAY - FRIDAY between the hours of 7:00AM to 11:00AM or between 1:00PM and 3:00PM.

Fulton County Public Works
11575 Maxwell Road, 2nd floor
Alpharetta, GA 30009



TERMS AND CONDITIONS FOR USE OF WATER FROM HYDRANTS

(Revised October 20, 2026)

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Permit #: _____

Meter #: _____

I hereby apply for permission to use water from the Fulton County Water System with the following understanding:

1. Water will be obtained from Fulton County Fire Hydrants North of the Chattahoochee River only, (Excluding the City limits of Roswell).
2. A \$2,680 deposit and \$87 fee are required for each hydrant meter, wrench, and blue permit card. The deposit will be retained by Fulton County until the meter is returned "undamaged/unaltered" to 11575 Maxwell Road, Alpharetta, GA 30009. For additional questions, please contact Merlyn Mitchell or Carlissia Gillespie at (404) 612-3421. For hydrant billing related questions please contact Evangeline Billingslea at (404) 612-7561 or evangeline.billingslea@fultoncountyga.gov.
3. This permit is valid for 1 year. At the end of 1 year the meter must be returned to 11575 Maxwell Road, Alpharetta, GA 30004 for reading verification, regular maintenance and inspection. While the meter is retained for the entire year, the customer must call every 60 days to present a reading for the quantity of water used. If readings are not reported within 14 days following the end of the 60 day period. (see reading schedule) or the meter not returned by the due date, the permit becomes invalid, a charge of \$1000.00 bi-monthly will be assessed for estimated water usage and the deposit forfeited. Upon the return of the meter it may be renewed at the discretion of the Department of Public Works. The permit is Non-transferable.
4. Hydrant readings requirements: Although the meter remains in place for one year, the customer is required to contact our office every 60 days to provide a current meter reading and report the amount of water used. If readings are not reported within 14 days following the end of the 60-day period (see reading schedule) or the meter not returned by the due date, the permit becomes invalid and a charge of \$1000 bi-monthly will be assessed for estimated water usage and the deposit forfeited. Upon the return of the meter; it may be renewed at the discretion of the Department of Public Works. The permit is Non-transferable.
5. A service charge of \$119.43 will be applied to every billing cycle. Hydrant accounts are billed every 2 months (6 bills per year). Water is sold at \$4.74 per thousand gallons.
6. All hydrant meters and the hydrant wrenches are the exclusive property of Fulton County. The person to whom the permit is issued must maintain accurate accounting of location of the meter at all times.



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7. Water is a valuable and limited resource that must be conserved. Fulton County reserves the right to revoke this permit if any abuse of this principle is not observed.

- a. **METER MUST BE REMOVED NIGHTLY.** If Fire Department cannot access hydrant, renter will be liable for ALL damages incurred. **RENTER IS RESPONSIBLE FOR ALL DAMAGES CAUSED TO METER OR HYDRANT DUE TO METER NOT BEING REMOVED NIGHTLY.**

8. **ALL READINGS MUST BE CALLED IN DURING THE ASSIGNED READING DATES AS STATED ON THE ATTACHED READING SCHEDULE.**

By signing below, I acknowledge that I have read, understand, and agree to comply with the hydrant meter application requirements, terms, conditions, and return procedures.

Applicant Name: _____ Date: _____

Company Name: _____ Phone Number: _____

Signature: _____



APPLICATION FOR WATER / SEWER / IRRIGATION / HYDRANT METER SERVICE (CIRCLE SERVICES REQUESTED)

Department of Public Works
11575 Maxwell Road
Alpharetta, Georgia 30009
Telephone: 404-612-9432

Application will not be processed without a final plat.

Utility Permit #:

New Development: YES/NO

APPLICANT INFORMATION

BILLING NAME AND ADDRESS		
LAST NAME	FIRST NAME	MIDDLE INITIAL
ADDRESS		
ADDRESS		
CITY	STATE	ZIP CODE
TELEPHONE NUMBER	ALTERNATE TELEPHONE NUMBER	
E-MAIL ADDRESS		

PROPERTY INFORMATION – SERVICE ADDRESS- METER INFORMATION

SERVICE ADDRESS			
STREET NUMBER	STREET NAME	CITY / ZIP CODE	
SUBDIVISION NAME	BLOCK	LOT NUMBER	CUSTOMER TYPE
REQUESTED METER SIZE (IF APPLICABLE)	SERVICE TYPE (SELECT ALL THAT APPLY)		
	☐ DOMESTIC	☐ FIRE*	☐ IRRIGATION*

* If the fire and/or irrigation boxes are selected, please contact the BFP Coordinator, Rashaad Mincey at Rashaad.Mincey@fultoncountygga.gov or 404-612-4226 for backflow prevention requirements.

I hereby agree to accept the service herein applied for, subject to all Ordinances, Rules, and Regulations of, or pertaining to the Fulton County Department of Public Works now in effect, or that may hereafter be adopted and that all meters are property of Fulton County. All damaged or stolen meters are the responsibility of the property owner, for which there may be an additional charge. The property owner is responsible for the maintenance of the sewer lateral. The Builder is responsible for all water bills until transfer of property to Owner by Builder. This permit shall expire 6 months from the issue date unless an approved inspection is performed within that period or 6 months from the date of the most recently approved inspection. Water and Sewer Permits are NON-TRANSFERRABLE.

Applicant's Signature

Date

Telephone Number

METER INFORMATION

DATE INSTALLED	METER NUMBER	METER STATUS	MFG. IDENT.
METER SIZE	CODE	METER AGE	

CONNECTION AUTHORIZATION #	CHARGES	SPECIAL INSTRUCTIONS
WATER:	METER INSTALLATION FEE:	
SEWER:	WATER SYSTEM CAPACITY FEE:	
IRRIGATION:	BORING CHARGES:	
FIRE HYDRANT METER:	SEWER SYSTEM CONNECTION FEE:	
	TOTAL:	

Please allow 10 business days for processing the application

** Fees for installation of meters include patching of disturbed pavement, but do not include milling and paving of roadway pavement that may be required by the local municipality. Applicants should coordinate with the appropriate municipal Public Works Department to determine any such requirements and either arrange for the municipality to perform the required milling and paving or have Fulton County perform the work and reimburse Fulton County for such expenses at Fulton County's cost.**



FIRE HYDRANT READING SCHEDULE

Department of Public Works
11575 Maxwell Road
Alpharetta, Georgia 30009
Telephone: 404-612-3421
www.fultoncountyga.gov

All readings must be called in between the 1st and 15th of the assigned reading dates as stated below. If readings are not reported as stated or the meter is not returned by the due date, the permit becomes invalid a charge of \$1000.00 bi-monthly will be assessed for estimated water usage and the deposit forfeited. All readings must be reported by telephone. To report your readings please call the hydrant voice messaging system at 404-612-0619 and email a picture of your meter and reading to fin.meterinstalls@fultoncountyga.gov.

Reading Dates

01/01	–	01/15	07/01	–	07/15
03/01	–	03/15	09/01	–	09/15
05/01	–	05/15	11/01	–	11/15

Examples of information you need to give when you call in your meter reading are as follows:

Meter #:	70000123
Account #:	00012345-678910
Name of Company:	County Construction
Date of reading:	01/15/99
Reading :	00023400
Contact name:	Jane Doe
Contact #:	770-123-4567

Please make a record of the date in which your reading was taken, the reading and date in which you reported it to the billing division.

Date Read

Meter Reading

Date Reported



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Permit #

Meter #

All deposits will be forfeited and this permit revoked if any of the conditions are not complied with. If the hydrant meter has been abused, tampered with, or appears to have intentional damage, the deposit is forfeited and the permit revoked.

I hereby certify that I have read and understand all of the conditions, and agree to comply in full with each of them.

DATE:

THIS PERMIT EXPIRES:

SIGNATURE:

PRINTED NAME:

DRIVER'S LICENSE:

E-MAIL ADDRESS:

COMPANY:

JOB #:

MAILING ADDRESS:

PHONE:

DEPOSIT AMOUNT: \$

DEPOSIT TYPE: CREDIT CARD

Fulton Co. Employee Name:

Wrench/Tag Received (Customer Signature):

METER NUMBER :

METER MAKE:

DATE ISSUED :

METER READING:

RETURN INFORMATION FOR RENEWAL:

DATE	METER READING	RETURNED	RENEWED	EXPIRES
		☐	☐	
		☐	☐	
		☐	☐	

** Location where meter will be used _____

After your final bill is **paid in full** you may request your initial deposit by sending an e-mail to fin.meterinstalls@fultoncountyga.gov or in writing to:
Fulton County Water & Sewer, Attention: Evangeline Billingslea,
141 Pryor Street, Suite 7001, Atlanta, Georgia 30303. Contact #404-612-7561.

Contact Person

Name:

Phone:

Email:

Direct On-site Contact Person

Name:

Phone:

Email:



CREDIT CARD AUTHORIZATION

Department of Public Works
11575 Maxwell Road
Alpharetta, Georgia 30009
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Fulton County requires the following information as authorization to charge permit fees. Please review and complete the following information in its entirety.

Fire Hydrant Permit #: _____ Meter #: _____

PROJECT NAME: _____

Name of Card Holder: _____

Billing Address: _____

Telephone Number: _____

Email Address: _____

Credit Card Type: ☐ Visa ☐ MasterCard

Credit Card Number: _____ Expiration Date: _____

CBV Number (Visa or MasterCard) 3-digit code on back of card: _____

Amount of Approved Authorization: _____

Authorizer's Signature: _____

Date: _____

Company Name: _____

Email Address: _____