

## REQUEST FOR WATER FLOW DATA INSTRUCTIONS



1. Request a Water Flow Test or Static Pressure Test by reaching out to our technicians at [water.engineering@cityofvallejo.net](mailto:water.engineering@cityofvallejo.net) or at (707) 648-8618. You can also request this from the Water Department Engineer you are working with.
2. A map showing fire hydrants closest to your specified location will be generated and emailed to you.
3. Upon receiving the map, mark-up which hydrants to READ and FLOW, as per the example below. If you are uncertain which fire hydrants to choose, please consult your fire sprinkler engineer, (C16 Contractor). We do not advise on read and flow.



4. Complete the upper portion of the Request for Water Flow Data form. Email the form and marked-up map to: [water.engineering@cityofvallejo.net](mailto:water.engineering@cityofvallejo.net) or the Water Department Engineer you are working with.
5. Once the application is received, we will populate the correct fire hydrant numbers and locations and you will be emailed a completed application and map.
6. Payment can be made at City Hall (open Mon-Thurs / 9am-3pm) with sent **Proof of Receipt**  
OR Payment can be sent by check, payable to 'City of Vallejo Water Department' which can be mailed to:

Water Administration  
Attn Water Engineering  
202 Fleming Hill Rd.  
Vallejo, CA 94589

7. It takes approximately 7 - 14 business days to receive the results after the payment is made.



CITY OF VALLEJO WATER DEPARTMENT  
 Central Permit Center (Second floor)  
 555 Santa Clara Street, Vallejo, CA 94589  
 9:00 a.m. – 3:00 p.m. (Monday – Thursday)  
 Closed Fridays

DATE \_\_\_\_\_  
 REQUESTED: \_\_\_\_\_  
 TO: \_\_\_\_\_  
 Preventative Maintenance  
 FROM: \_\_\_\_\_  
 Water Department Engineer  
 SUBJECT: Request for water flow data  
 FILE: Water Flow Data 2027

|                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Finance Department<br><b>Commercial Services Division</b><br>Account No.: 401 - 4036024<br>Amount: <b>\$1,142.00 / \$900.00</b><br>Check No.: _____<br><b>Commercial Services return receipt<br/>         To Water Department</b> |
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### **APPLICANT REQUESTED INFORMATION**

(to be filled out by applicant)

THE WATER DEPARTMENT HAS BEEN REQUESTED TO:

- ☐ CONDUCT A WATER FLOW TEST (\$1,142.00)  
☐ DETERMINE THE STATIC PRESSURE (\$900.00)

\*Fees are based on Fiscal Year 2026-2027

FOR THE DEVELOPMENT:

AT: \_\_\_\_\_

Email results to: \_\_\_\_\_

**WHEN DONE PLEASE REPORT THE FINDINGS TO THE WATER DEPARTMENT AND  
 THE FIRE PREVENTION DIVISION.**

### **LOCATION OF FIRE HYDRANTS TO BE TESTED**

(to be filled out by Water Department Engineer)

|                        |  |
|------------------------|--|
| FLOW HYDRANT ID:       |  |
| FLOW HYDRANT LOCATION: |  |
| READ HYDRANT ID:       |  |
| READ HYDRANT LOCATION: |  |

### **TEST RESULTS**

(to be filled out by Preventative Maintenance Department)

|                        |  |                          |  |
|------------------------|--|--------------------------|--|
| STATIC PRESSURE (PSI): |  | RESIDUAL PRESSURE (PSI): |  |
| PITOT READING (PSI):   |  | FLOW (GPM):              |  |
| ORIFICE DIAMETER (IN): |  |                          |  |
| TEST COMPLETED BY:     |  | DATE COMPLETED:          |  |

### **ADDITIONAL REMARKS**

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|  |
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PLEASE SEE ATTACH A SHEET(S) WHEN A DIAGRAM IS NEEDED FOR CLARIFICATION.