

## 2026 FIRE HYDRANT FLOW REPORT REQUEST



City of Loveland

**Instructions:** Complete page 1 of this form and submit form along with payment. We will contact you within 2 business days of receipt of completed form and payment. If the flow test field location is approved, the flow test will be scheduled within the next 5 to 10 business days. If you have any questions, call 970-962-3000 or email water@cityofloveland.org.

**Email:**

[water@cityofloveland.org](mailto:water@cityofloveland.org)

**Mail/Drop Off:**

City of Loveland  
Attn: Front Desk Admin.  
200 North Wilson Avenue  
Loveland, CO 80537

**Fees: \$260 per test or \$25 for prior flow test result**

- **Checks:** Make payable to "City of Loveland"
- **Credit or Debit Card Payments:** Accepted in person or over the phone at 970-962-3000

**COMPANY INFORMATION****COMPANY CONTACT INFORMATION**

Company Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_  
Contact Email: \_\_\_\_\_

**FIRE HYDRANT FLOW REPORT REQUEST****New Field Test (\$260 per test)**

Project Location: \_\_\_\_\_

Hydrant Flow Test Location: \_\_\_\_\_

Reason for Test:  Fire Sprinkler System Design  Other: \_\_\_\_\_

Flow required at 20 psi residual pressure: \_\_\_\_\_ gpm

**RELEASE:** I \_\_\_\_\_ (name) do hereby acknowledge and understand

(company name) is responsible for any damage to facilities owned and operated by the City of Loveland (City) while conducting or as a result of fire hydrant flow testing. I further acknowledge that I have the authority, under penalty of law, to bind the above mentioned entity/company for all costs of damages and liability of the damage. City personnel will witness the test only to ensure that City facilities are not damaged. The City does not provide flow test equipment. The City does not warrant or verify the accuracy of the fire hydrant testing equipment, method, or technique. City personnel do not guarantee the flow test results or the accuracy of any information from the fire flow test or any information obtained from the City from previous tests, telemetry, pressure readings, etc. The City shall not be liable for errors and omissions. My design engineer is responsible for verifying all information and data.

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

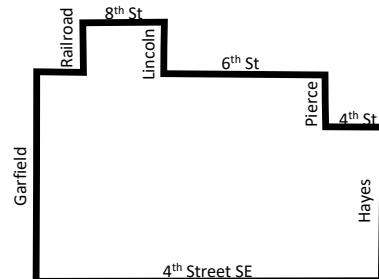
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FIELD TEST REQUIREMENTS**

The Water Operations Supervisor has the authority to approve or deny any hydrant flow test due to such instances as nearby construction projects, outages, weather conditions, locations, etc. The City will operate the hydrant during the test. No hydrant flow tests will be performed within the following downtown area:

- Railroad Ave. to Lincoln Ave. from 6th Street to 8th Street
- Garfield Ave. to Pierce Ave. from 6th Street to 4th Street
- Garfield Ave. to Hayes Ave. from 4th Street to 4th Street SE  
(or the extension of 4th Street SE to Garfield Ave.)



**Existing Field Test Results:** If the City determines that a prior field test is still valid for the project area, we can provide those flow test results in addition to or in place of this flow test for a fee of \$TBD (Fee waved in 2024). In this case, the City will contact you to provide this option, email these results, and collect or refund fees as needed.

**Computer Model Pressures:** The City will email the pressures from the hydraulic water model junction closest to the project location to the email address listed above prior to the flow test date.

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**City of Loveland**

### Test Instructions:

1. City will bring this form to the fire hydrant flow test.
2. Flow Test Company fills out all parts of "Hydrant Flow Test" section below.
3. Flow Test Company submits completed form to City personnel on site.
4. City will email a copy of the completed form to the email addresses provided.



### Hydraulic Model Test Results (Extended period simulation results)

Elevation: \_\_\_\_\_

Potential Low Pressure: \_\_\_\_\_

Potential High Pressure: \_\_\_\_\_

### Hydrant Flow Test

<b>Pressure Hydrant Test Data</b> <p>Hydrant Number: _____</p> <p>Pre Flow Static Pressure: _____ psi      Time: _____ : _____</p> <p>Residual Pressure: _____ psi      Time: _____ : _____</p> <p>Post Flow Static Pressure: _____ psi</p>	<b>Flow Test Company Contact Information</b> <p>Flow Test Company Name: _____</p> <p>Person Completing Flow Test: _____</p> <p>Phone: _____</p> <p>Email Flow Test Results to: _____</p>
<b>Flow Hydrant Test Data</b>	
<p>Hydrant Number: _____</p> <p>Type of Diffuser: _____</p> <p>Diffuser Size: _____ inches</p> <p>Flow Pressure: _____ psi</p>	<p>Discharge Flow Rate: _____ gpm</p> <p>Flowing Hydrant Start Time: _____ : _____</p> <p>Duration of Steady Flow: _____ minutes</p> <p>Duration of Flow: _____ minutes</p>
<p>Test Date: _____ / _____ / 20_____</p> <p>Notes:</p>	

### Payment Information

#### Payment Type:

Check (make payable to "City of Loveland")  
 Credit or Debit Card (in person or over the phone at 970-962-3000)

Amount Paid: \$ \_\_\_\_\_

Pmt Received By: \_\_\_\_\_  
Date Paid: \_\_\_\_\_ \ \_\_\_\_\_ \ 2026

### Internal Processing Instructions

1. Paper Distribution: Make (2) 2-sided copies of this form and distribute as follows:
  - Copy 1: Customer receipt
  - Copy 2: Travis Johnson in Accounting along with pmt. Attach merchant copy receipt for credit/debit card pmts.
2.  Scan: Front Desk Admin saves to W&P Shared\Admin\Fire Hydrant Flow Test\Year\Flow Site Address
3.  Email Link: Front Desk Admin sends link to form to Water Operations Supervisor and Water Modeler (Chad B. backup)
4. Location Approval: Water Operations Supervisor
  - Denied: Notify customer & issue refund
  - Existing Field Test Still Applicable: Email results if requested. Work out collecting/refunding fees as needed.
  - Approved: Contact to schedule appointment.
5.  Model Results: Water Modeler fills out "Hydraulic Model Test Results". Email Water Ops Sup & Front Desk Admin.
6.  Field Flow Test: Water Ops Supervisor prints updated form and gives to Operations Crew. Operations Crew gives form to Flow Test Company on site for them to fill out the "Hydrant Flow Test" section above. Operations Crew turns completed form into Front Desk Admin. Email Water Operations Supervisor and Front Desk Admin when complete.
7.  File: Front Desk Admin completes hydrant flow test results on saved file. Files original form & retain for 6 years.
8.  Email Attachment: Front Desk Admin emails form to emails provided on front and back of this form and to eplan-fire@lfra.org, Development Review (Melissa Morin), Water Operations Supervisor, and GIS (Amy Rupp)
9.  Work Order: Water Operations Supervisor completes Cityworks Work Order and attach scanned form to work order.