

# Bulk Water Fill Station Permit Guide

Enclosed is the Bulk Water Fill Station Permit application guide. Please read it carefully. Upon completion, return the form to the City of Aspen Water Department. All permit applications must include the following:

## Cross Connection Inspection

Trucks using the fill station need to be inspected and certified annually by a State Certified Cross Connection Control Technician for proper backflow devices and/or air gap. The Water Department requires a copy of the certification before a bulk water station permit will be issued.

## Bulk Water Fill Station Connection

Connection to the City of Aspen Bulk Water Station will be available by exposed 2" female camlock on the fill station. Additionally, your equipment needs to be properly maintained to prevent water waste. Excessive water waste (e.g. leaking hoses, overfilling, etc.) may result in the revocation of your permit for the remainder of the season and/or loss of your damage deposit.

A copy of your Bulk Water Fill Station Permit must be kept in each permitted truck.

Permits are valid January 1<sup>st</sup> through December 31<sup>st</sup> of application year.

## Fire Hydrants

A valid bulk water fill station permit does **not** authorize you, at any time, to use a fire hydrant. "It shall be unlawful for any unauthorized person to open or operate any fire hydrant, draw water therefrom or obstruct the approach thereto." City of Aspen Municipal Code, Section 25.08.030(b).

Please remind all of your drivers of this ordinance. Violation of this ordinance is illegal and a public health and safety risk. Violations will result in revocation of your bulk water fill station permit, a fine, and possible criminal charges.

# Bulk Water Fill Station Permit Guide

For your convenience, we have posted the following items to our website, please follow the link below:

<https://www.aspen.gov/209/Fill-Station-Program>:

1. 2026 City of Aspen Fill Station Permit Application
2. Permittee Required Contact Information Form
3. 2026 Air Gap Verification for Mobile Applications
4. 2026 Cross Connection Control Program Brochure
5. Location of the City of Aspen Bulk Water Fill Station - 76 Service Center Road, Aspen, Colorado.

Please email your application and copy of passing backflow inspection certification to:

[julia.fahy@aspen.gov](mailto:julia.fahy@aspen.gov)

or mail to:

**City of Aspen Water Department  
Attention: Julia Fahy  
427 Rio Grande Pl  
Aspen, CO 81611**

If you have any questions, please contact Julia Fahy at the Water Department at 970-920- 5110.

We appreciate your continued cooperation in supporting the integrity of our bulk water program and associated equipment. We look forward to working with you again this construction season. Thank you.

Sincerely,  
City of Aspen Water Department



Please complete the contact information below. Once Completed, Email completed form [julia.fahy@aspen.gov](mailto:julia.fahy@aspen.gov). Once this form, along with your completed permit application and passing air gap inspections are received and processed, you will be sent via email your company specific code. This code will allow for your access of the City of Aspen Water Fill Station at 76 Service Center Road. Please guard your code, as you will be charged for all fill station use that is associated with your code. Please forward any questions to the email address listed above.

## **Fill Station Permit Customer Information**

<b>Company Name:</b>	
<b>Address 1:</b>	
<b>Address 2:</b>	
<b>City:</b>	
<b>State:</b>	<b>Zip Code:</b>

<b>Contact Name:</b>
<b>Title:</b>
<b>Phone:</b>
<b>Fax:</b>
<b>Cell:</b>
<b>Email for Monthly Invoices:</b>

**CITY OF ASPEN  
WATER DEPARTMENT  
2026 FILL STATION PERMIT**

*TO CONNECT AND FILL APPROVED WATER DELIVERY TRUCK FROM FILL STATION FOR THE  
PURPOSE OF STREET WASHING, CONSTRUCTION, DUST CONTROL, OR OTHER LAWFUL  
PURPOSES.*

COMPANY NAME: \_\_\_\_\_ PROJECT MANAGER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ JOB FOREMAN: \_\_\_\_\_  
CITY, STATE: \_\_\_\_\_ DRIVER SUPERVISOR: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

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All vehicles must be inspected and certified by a Colorado State cross-connection technician before this permit is issued. All vehicles without an air-gap must have a permanently installed with a Colorado State certified backflow device. All vehicles must always have window sticker clearly visible as well as a physical copy of their City of Aspen Fill Station Permit in vehicle.

- ▶ Please maintain your equipment. Wasting water is considered misuse of City property.
- ▶ All vehicles filling from the City of Aspen fill station **MUST ALWAYS** fill from their approved method of fill, e.g. air gap or back flow.
- ▶ All vehicles must have a printed copy of their fill station permit packet within their approved vehicle any time the fill station is used.

**VIOLATIONS WILL RESULT IN FILL STATION PERMIT REVOCATION AND DEACTIVATION OF FILL STATION ID CODE. NO EXCEPTIONS.**

**Warning:** "It shall be unlawful for any unauthorized person to open or operate any fire hydrant, draw water therefrom or obstruct the approach thereto. City of Aspen Municipal Code, Section 25.08.030(b)." "City of Aspen Municipal Ordinance 13.08.110 prohibits idling of any vehicle for more than five minutes."

The usage charge for filler hydrant water usage will be \$44.00 per visit and is added to charges for actual water usage. Payment will be electronically drafted at time of fill. Please call 970-920-5110 with questions.

The permittee acknowledges and accepts all liability and conditions of use, as stated in this permit, and has been instructed in the proper use of the City of Aspen fill station.

**Permittee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Aspen Water Department Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTE: This fill station permit shall be valid for calendar year.  
PLEASE KEEP A COPY OF THIS PERMIT IN VEHICLE AT ALL TIMES**