

## Backflow Prevention Device

### Building Permit Requirements

This checklist and sample drawings have been provided to assist in summarizing the typical requirements to obtain a building permit for a backflow prevention device in the Town of Collingwood. Additional information may be required as needed depending on the application type and individual circumstances.

#### Required Application Forms

- [Building Permit Application Form including Schedule 1 Designer Information](#)
- [Owner's Authorization Form \(Required if Applicant is not the Owner\)](#)
- Water Services Notification Letter

#### Required Drawings and Information

- Backflow Prevention device specifications: manufacturer, model name and details

**NOTE:** Effective January 4, 2014 every pipe, fixture, and fittings including backflow prevention devices used to convey water for potable use shall contain less than 0.25% of lead by weight ("lead free"). All devices connected to potable water shall be lead free and will be identified as such on the device.

#### Building Permit Fee \$125.00

#### Submit Your Permit Application!

There are two ways you can submit your permit application:

1. Electronic submission through our [e-Permit service](#) or email to [building@collingwood.ca](mailto:building@collingwood.ca). Please refer to our [Electronic Submission Process Guide](#); or
2. In person at our office located at [55 St. Marie Street, Unit 301 Collingwood](#).

**Next Steps** Submit the complete permit application and supporting documents to Building Services. Application is reviewed for completeness, compliance with the building code and Applicable Law. Application review comments are provided during review to identify any outstanding requirements and to summarize permit fees. Permit issued when review is complete and all fees are paid. Installation of the Backflow Prevention device may proceed, and inspections scheduled. Building Inspector reviews the installation for compliance with the Ontario Building Code, and the permit file closed where deemed satisfactory.

**Annual Testing** In accordance with [By-law No. 2017-056, Backflow Prevention By-law](#), premise owners are required to have their premise protection device tested annually by a qualified contractor. The cross connection control testing and inspection report for the device shall be submitted to the Backflow Prevention Officer at (705)-445-1581 extension 3321 or visit the Town website, [Backflow Prevention Program](#).

**Need help?** If you have any questions, please feel free to contact us at any time and we will assist you through the process!

We also offer a pre-application service where we can meet with you at our office to review any questions you may have and identify any concerns early on in the process. Please call ahead.

Telephone (705)-445-1030 extension 3249 or email us at [building@collingwood.ca](mailto:building@collingwood.ca)