

## Backflow Prevention Device

### Building Permit Requirements

This checklist has been provided to assist in summarizing the typical requirements to obtain a building permit 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](#)
- [Owner's Authorization Form \(Required if Applicant is not the Owner\)](#)
- Town of Collingwood 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.

#### Required Approvals from other Agencies

In many instances before a building permit application can be processed and a permit issued, there are other approvals from other agencies that are required. These approvals are not administered by Building Services. Please ensure all required approvals are complete using the [Applicable Law Checklist](#).

**Building Permit Fee** \$125.00 each device

#### Before you submit your Permit Application

- Refer to the [e-Permit Document Guidelines](#) to ensure all of your documents are correctly named and are in PDF format.
- Refer to our [Electronic Submission Process Guide](#) for an overview of the e-Permit process.

#### Submit Your Permit Application!

There are two ways you can submit your permit application:

Online using our [e-Permit service](#) or email to [building@collingwood.ca](mailto:building@collingwood.ca)

**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! Telephone (705)-445-1030 extension 3243 or email us at [building@collingwood.ca](mailto:building@collingwood.ca)