

**BUILDING PERMIT REQUIREMENTS  
 BACKFLOW PREVENTION DEVICES**

This form summarizes the minimum required information to be submitted, in support of a building permit application, in accordance with the Building Code Act and the City of Burlington's Building By-Law. Every attempt has been made to provide a complete list. However, should the requirement for additional documents and/or approvals be determined during the processing of this application you will be notified.

Provided Not Applicable Outstanding	<b>REQUIRED DOCUMENTATION:</b> MAXIMUM PAPER SIZE is 24"x36" (594mmx841mm) All drawings shall be to scale, dimensioned and provide sufficient information that describes the extent of proposed work. <b>INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED FOR PROCESSING</b>
	<b>Pre-Approvals/Documentation</b> For external plumbing extending above grade, an approved <b>Zoning Certificate</b> may be required. (for more information please speak with a permit technologist)
	<b>Application (One Copy)</b> Completed Provincial <b>Application</b> for a Permit to Construct or Demolish.
	<b>Permit Fees</b> <b>Permit Fee</b> as per the service index for the classification of the work proposed and the floor area in m <sup>2</sup> of the work involved (Fee = Service Index X Area). Refer to Building By-Law 66-2019 for Fee Schedule.
	<b>Construction Drawings (Two Complete Sets)</b> <b>Schematic drawing</b> - of backflow preventer in system including expansion tank, strainer and existing equipment (water meter). <b>Site Plan/Floor Plan</b> - showing location of backflow preventer. (For existing ICI buildings show the location of the sprinkler riser as well).
	<b>Additional Documentation</b> <b>Specification</b> for the backflow preventer and other parts. <b>Survey</b> (if not high hazard) from Region of Halton or a <b>letter</b> on company letterhead stating the use of the water line being protected and hazard being designed for.
	<b>Requirements for existing ICI Buildings where backflow preventer is for a sprinkler system</b> Complete <b>Sprinkler system hydraulics</b> including the backflow preventer in the calculations (including water flow capacity graph). <b>Riser drawing</b> showing location of the backflow preventer. Drawings and calculations to be <b>stamped by a professional engineer.</b>

**Building Permit Issuance**

The following items must be completed prior to issuance of a building permit:

- 1 Outstanding balance of permit fees and/or development charges are due and payable at the time of permit issuance. The applicant will be contacted upon completion of the plans review and advised of any outstanding fees.
- 2 Permit shall be released to the owner or applicant. The building department will release permits to other parties only where written authorization has been received from the owner of the property or the applicant.

**Other Contacts**

Region of Halton	(905) 825-6000
City of Burlington, Committee of Adjustment	(905) 335-7642
City of Burlington, Planning & Building Department - Planning/Zoning Division	(905) 335-7642
Electrical Safety Authority ( <i>Electrical Permits and Inspections</i> )	1(877) 372-7233
Regional Assessment Office	1(866) 296-6722
Ministers Ruling	<a href="http://www.obc.mah.gov.on.ca/Page66.aspx">www.obc.mah.gov.on.ca/Page66.aspx</a>
BMEC (Building Materials Evaluation Commission) Approvals	<a href="http://www.obc.mah.gov.on.ca/Page50.aspx">www.obc.mah.gov.on.ca/Page50.aspx</a>
CCMC (Canadian Construction Materials Centre-Canadian National Research Council)	<a href="http://irc.nrc-cnrc.gc.ca/ccmc/index_e.html">http://irc.nrc-cnrc.gc.ca/ccmc/index_e.html</a>