

Step 1

Information Request Form

Affected properties are required to register into the Backflow Prevention Program by completing the [Information Request Form](#) (PDF).

The Information Request Form must be completed within **30 days** from the date identified on your notice.

Submit all completed forms to backflow@vaughan.ca.

Step 2

Cross Connection Control Survey

The City of Vaughan will contact property owners when the property requires a [Cross Connection Control Survey Report](#) (PDF) to be completed.

This Cross Connection Control Survey Report, which is to be completed by a [Qualified Company](#) of your choice, is an inspection to identify any hazards associated with the water system and the type of backflow preventer that is needed to protect the City drinking water system.

Retain the services of a Qualified Company that is registered with the City of Vaughan to complete the survey. The [Approved Qualified Company list](#) (PDF) can be found at vaughan.ca/WaterBackflow.

The property owner and Qualified Company will complete a full Cross Connection Control Survey Report of the property together. The survey will document and outline what type of backflow preventer is needed and/or any modifications to the existing plumbing system for the property to comply with the [Backflow Prevention By-law](#) (PDF).

Cross Connection Control Surveys must be completed within **30 days** from the date identified on your notice and must be submitted to the City within **14 days** of the survey being conducted.

Step 3

Survey Results

Once the City of Vaughan has received and reviewed the Cross Connection Control Survey Report, the property will be notified of any work to be completed. Work to be completed could include:

- Backflow preventer is installed and must be tested.
- Backflow preventer is installed, does not meet requirements, and needs to be modified.
- No backflow preventer is installed, and one must be installed.
- Plumbing modifications are required.

Step 4

Install or Correct

Any plumbing modifications or backflow preventers that are to be tested, installed, replaced, or relocated, are to be completed by the date identified on your notice.

A Building Permit must be obtained before a backflow preventer is installed, relocated, or replaced or when significant plumbing modifications are required to be completed.

Building Permits are now accessible via our portal at vaughan.ca/PermitPortal or contact the City of Vaughan Building Standards department at 905-832-8510 or buildingstandards@vaughan.ca.

To schedule an inspection, contact the Building Standards Inspections department at 905-832-8511 or buildingstandards@vaughan.ca.

For Backflow Preventer Building Permit Information (PDF), please visit vaughan.ca/WaterBackflow.

Step 5

Test and Submit

Property owners must ensure that each backflow preventer is tested and maintained every year. All backflow preventers shall be tested at the following times:

- » Upon installation
- » When cleaned, repaired or overhauled
- » When relocated
- » Annually

Within **14 days** of completing the test, submit the [Backflow Preventer Test & Inspection Report](#) (PDF) to the City by one of the following methods:

Mail: City of Vaughan
Environmental Services – Backflow Prevention Program
2800 Rutherford Rd.
Vaughan, ON L4K 2N9

Email: backflow@vaughan.ca

Step 6

Ongoing By-law Requirements

Annual Testing

The date the backflow preventer is tested will become the **annual test date**. It is the responsibility of the property owner to ensure all backflow preventers are tested each year by an Approved Qualified Company.

Subsequent Cross Connection Control Survey

Every **5 years** from the date of the first survey requested by the City, all properties are required to retain the services of an Approved Qualified Company and complete and submit an updated survey report to the City.