

## Step 1

### Hire

A notice will be sent to the property which will include a deadline for when the required backflow preventer is to be installed.

Retain the services of an [Approved Qualified Company](#) that is registered with the City of Vaughan to install and test the backflow preventer. The [Approved Qualified Company list](#) (PDF) can be found at [vaughan.ca/WaterBackflow](https://vaughan.ca/WaterBackflow).

If you would like to hire a company that is not listed on the approved Qualified Company list, the company must provide the City with all required documents for review and approval **before** the commencement of any work.

## Step 2

### Building Permit

A Building Permit must be obtained **before** a backflow preventer is installed or when major plumbing modifications are required to be completed.

Building Permits are now accessible via our portal at [vaughan.ca/PermitPortal](https://vaughan.ca/PermitPortal) or contact the City of Vaughan Building Standards at 905-832-8510 or [buildingstandards@vaughan.ca](mailto:buildingstandards@vaughan.ca).

To schedule an inspection, contact the [Building Standards Inspections](#) department at 905-832-8511 or [buildingstandards@vaughan.ca](mailto:buildingstandards@vaughan.ca).

For [Backflow Preventer Building Permit Information](#) (PDF), please visit [vaughan.ca/WaterBackflow](https://vaughan.ca/WaterBackflow).

## Step 3

### Test, Submit, Repeat

The Qualified Company will test the backflow preventer and affix a backflow device test tag after the test.

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](mailto:backflow@vaughan.ca)

The date your 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.

The City of Vaughan thanks you for doing your part in protecting and maintaining the quality of water being delivered to residents, businesses, and visitors within Vaughan.