

BUILDING PERMIT INFORMATION

As per the Backflow Prevention Program, a Building Permit from the City's [Building Standards department](#) must be obtained before a Backflow Prevention Device (BFP) is installed, replaced, relocated, or removed.

Building Permits are accessible via the City of Vaughan, Online Permitting Portal found at vaughan.ca/PermitPortal. Should you require assistance to apply for a Building Permit, please contact a Building Standards Department Citizen Service Representative at 905-832-8510 or buildingstandards@vaughan.ca from 8:30 a.m. to 4:30 p.m. Monday to Friday, except public holidays.

When a BFP is to be installed, relocated, or replaced, please follow the minimum requirements for a Building Permit shown on Table 1 on the second page.

For the most recent Building Permit forms, please visit https://www.vaughan.ca/services/business/building_permits/forms_fees/Pages/default.aspx.

For the most recent Backflow Prevention Program forms, please visit vaughan.ca/WaterBackflow.

BUILDING PERMIT INSPECTIONS

To book a Building Permit inspection, contact [Inspection Services](#) at buildinginspections@vaughan.ca or 905-832-8511 from 8:30 a.m. to 4:30 p.m. Monday to Friday, except public holidays.

Do not cover, conceal, or otherwise restrict access to any plumbing until a Building Permit has been issued and a final building permit inspection has been completed and passed by the City Building Standards department.

INSTALLATION INFORMATION

The minimum size of a domestic premise BFP shall be the size of the existing City water meter. A domestic premise isolation BFP is to be located before the first branch line leading off the water supply line and not more than three (3.0) metres downstream of the City water meter. All BFP's shall be installed by an [Approved Qualified Company](#) (PDF) as defined by the City, in accordance with good engineering and construction practices, manufacturers specifications and meet the requirements of the Ontario Building Code and the Canadian Standards Association (CSA) B64.10-17 Standard.

The building control valve upstream of the City water meter is owned and maintained by the property owner. The City will not replace this valve if it is found to be faulty during any work. If the water service needs to be shut off at the City lot line valve for internal repairs, please visit vaughan.ca/ServiceVaughan and schedule City staff to operate a City owned valve.

If the City requests thermal expansion to be addressed but the property owner, Qualified Company, or applicant deems it not required to protect the system, a letter from an engineer is required verifying the system was reviewed and does not need to meet thermal expansion code requirements under Ontario Building Code, Division B, Sentence 7.6.1.16.(1).

The City is not requested upgrades to existing fire protection systems unless a severe hazard is identified. Testing requirements for existing fire premise isolation BFP's will be monitored. If a property owner wants to be proactive and install a BFP on a fire line, the City will investigate their request on a case-by-case scenario.

PERSONS PERMITTED

As per Schedule 'A' – Authorized Function List of the [Backflow Prevention By-law](#) (PDF), no person shall carry out any authorized functions unless he/she has the necessary qualifications as set out in the [Authorized Function List](#) (PDF).

No person shall permit any other person in its employ, or agent acting on its behalf, to carry out any authorized functions without being registered with the Backflow Prevention Program and having the necessary qualifications as set out in the Authorized Function List.

Forms & Documents Required	Property and BFP Type					
	Industrial, Commercial & Institutional		Residential Single Service		All Properties	
	Domestic Premise	Area / Zone	Domestic Premise	Area / Zone	Fire	Combined Fire & Domestic
Application for a Permit to Construct or Demolish	X	X	X	X	X	X
Building Permit Applicant Authorization Form (if applicable)	X	X	X	X	X	X
Commonly Used Applicable Laws and Building Permits	X	X	X	X	X	X
Plumbing Data Form - Industrial/Commercial/Apartment Building	X	X	-	-	X	X
Plumbing Data Form - Residential	-	-	X	X	-	-
'Backflow Preventer Installation Requirement Notice' issued by Environmental Services department	X	X	X	X	X	X
Commitment to General Review by Architect and Engineers (if applicable)	X	X	X	X	X	X
Fee payment	X	X	X	X	X	X
Other items or approvals that may become applicable	X	X	X	X	X	X
Plans & Specifications BFP UP TO 50mm (2")						
One (1) drawing from Metro Area Plumbing Advisory Committee (MAPAC)	X	-	X	-	-	-
Signed, dated, and sealed Professional Engineer plans and specifications	-	-	-	-	X	X
Hydraulic calculations	-	-	-	-	X	X
Schematic showing where BFP is to be installed	-	X	-	X	-	-
Plans & Specifications BFP EXCEEDING 50mm (2")						
Signed, dated, and sealed professional engineer plans and specifications	X	X	X	X	X	X
Hydraulic calculations	-	-	-	-	X	X

Note: Building Permit processes, forms and requirements can change without notice. Most recent processes, forms, and requirements to be used.

Table 1 – Minimum Requirements for a Building Permit

If you have any questions or would like more information about the Backflow Prevention Program, please contact our team at 905-832-2281 ext. 3678 or backflow@vaughan.ca.