

# How to Obtain a New/Temporary Industrial, Commercial or Institutional Water Meter Application



You must be the property owner and/or manager, superintendent or contractor making this request. If you are a contractor, you must notify the property owner first. Contractors must provide complete details about their company, and the request.

- To be used during:
- a renovation
  - a new service connection
  - new construction
  - a shared service upgrade (“Y” connection that provides water to two properties) to a single connection

## Step 1

### Apply and purchase a City meter

Water Meter Applications, payments and submission of City-approved site servicing drawings can be completed [online](#).

Once you submit your application, you will receive an approval status notification by email. The applicant will receive an email requesting payment once application is reviewed and approved by the City. The applicant is responsible to contact Environmental Services at [WaterMeter.Services@vaughan.ca](mailto:WaterMeter.Services@vaughan.ca) to schedule an appointment to pick up the water meter.

## Step 2

### Install meter and backflow preventer

The applicant is responsible for installing the new water meter within seven business days from the pickup date according to applicable codes, the City site service drawings submitted and the City’s [Water Use by-law](#) (PDF).

It is the applicant’s responsibility to purchase and install the backflow preventer as per all applicable codes, standards and the [Backflow Prevention by-law](#) (PDF). The City will verify the operation of the backflow preventer during their onsite visit to turn the water on.

All installation drawings and relevant information can be found at [vaughan.ca/water](http://vaughan.ca/water).

## Step 3

### Turn on water and test backflow preventer

Once step 2 is completed [online](#), schedule an appointment to turn the water service on and to have City-staff present to witness the operational function of the backflow preventer.

Once you receive a time and date from Access Vaughan, hire an approved [Qualified Company](#), as identified by the City of Vaughan, who is authorized to perform a test for the backflow preventer. The selected company should be scheduled at the same time as the City is scheduled to turn the water supply on, to ensure the City is present to verify the operation of the backflow preventer.

It is the responsibility of the selected Qualified Company to:

- test the backflow preventer and attach a device test tag
- complete a [Backflow Preventer Test and Inspection Report](#) and submit to [backflow@vaughan.ca](mailto:backflow@vaughan.ca)

Once all tests and inspections are complete, City staff will verify the closure of any City bypass valves and operation of the City’s water meter.

The date your backflow prevention device is tested will become the annual test date.

It is the responsibility of the applicant and property owner to ensure all backflow preventers are tested by Qualified Companies when installed, relocated and/or replaced.

For more information, please visit [vaughan.ca/water](http://vaughan.ca/water) or contact Access Vaughan at 905-832-2281 or [accessvaughan@vaughan.ca](mailto:accessvaughan@vaughan.ca).