

# Instructions to Comply with Backflow Prevention By-Law Number (2008)-18660 RE-SURVEY

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1. Retain a qualified person from the yellow pages under Plumbing to conduct a cross connection control survey of your facility. (All contractors operate independently from the City of Guelph).
2. Have your plumber complete the cross connection control form.
3. Complete any and all upgrades identified on your survey. You may be required to obtain a building permit for this work. Permits are required if you install additional devices, or replace a device that is not identical to the one being removed. If the replacement device is a different type, size, changed location or used for a different purpose, a permit is required. Inspections are required for all work done with a permit. Permits can be obtained from Building Services, 1 Carden St. 3rd floor.
4. Have **ALL** your backflow devices tested including any devices that may be installed on your fire sprinkler system.
5. If your devices do not pass, have them repaired or replaced *immediately*. If you replace a device, the test report for the replacement must indicate the serial number of the device that was replaced.
6. If you remove a device and it is not being replaced, a Removal Form must be submitted including the serial number of the device and the reason that it was removed.
7. Call 519-837-5614 for an inspection by the City's Plumbing Inspector if your letter states that you require one or if additional backflow preventers have been installed. Your plumber is required to be at the inspection.
8. It is **YOUR** responsibility to ensure that a **CLEAR** copy of your survey and all test reports are forwarded to Building Services with all mandatory fields completed.

If you have any further questions, please call Lin Holmes at (519) 837-5615 ext. 2642 or email at [backflow@guelph.ca](mailto:backflow@guelph.ca).

Your cooperation in this matter is greatly appreciated.

**Planning & Building, Engineering and Environment**  
Building Services

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