



City of Brooks

201 -1st Ave West, PO Box 879, Brooks, Alberta T1R1B7

Phone: 362-3333, Fax: 362-4787, Email: dev@brooks.ca, Website: www.brooks.ca

WATER & SEWER CONNECTION PERMIT

FEE - \$30.00/BUILDING

DATE: _____

OWNER'S NAME: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____

CIVIC ADDRESS: _____

LEGAL DESCRIPTION: _____

TYPE OF BUILDING: _____

BUILDING PERMIT NUMBER: _____

APPLICANT'S SIGNATURE: _____

(THIS SECTION FOR USE BY PUBLIC WORKS STAFF ONLY)

METER I.D. NUMBER: _____

METER SERIAL NUMBER: _____

SIZE OF METER: _____

WHERE LOCATED: _____

WHEN INSTALLED: _____

INITIAL READING: _____

EMPLOYEE'S SIGNATURE: _____

THIS INFORMATION IS BEING COLLECTED FOR THE PURPOSE OF A WATER & SEWER CONNECTION PERMIT PURSUANT TO THE PROVISIONS OF THE MUNICIPAL GOVERNMENT ACT AND ITS REGULATIONS, AND PURSUANT TO SECTION 32 (C) OF THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT. IF YOU HAVE ANY QUESTIONS ABOUT THE COLLECTION YOU MAY CONTACT THE CITY OF BROOKS, F.O.I.P. COORDINATOR AT (403) 362-3333.

**CITY OF BROOKS
WATER AND SEWER SERVICE CONNECTIONS
POLICY NO. E-002-007**

1. PROCEDURE

- 1.01 Service connections to the City of Brooks Water and Sanitary Sewer Systems may be installed by the City of Brooks or approved sewer and water contractors operating under inspection of the City of Brooks.
- 1.02 Application for a building service permit must be made by an owner or a builder at the time of applying for a building permit. An inspection fee of \$30.00 must be paid when this permit is taken out.
- 1.03 The application for a permit must include an estimate of the water demand or a description of the proposed building use. (So that sizing can be determined.)
- 1.04 Service connections will be installed using approved materials in accordance with the City's construction standards. The full cost of the service connection, including pavement restoration, shall be borne by the builder or owner. The minimum depth of cover at the building shall be two (2.0) meters.
- 1.05 The building contractor/owner will be responsible for the installation of the wire required to connect the meter to the meter reader touch pad. The wire must meet the City's specifications of a four wire multi strand, having a voltage rating of 500 volts. Meter wire is to run through floor joists above water meter. 5 meters of wire to be left hanging from floor joists. The touch pad shall be located to 1 to 1.5 m above landscape grade on the front face of the building unless otherwise approved by the Public Works and Utilities Department.
- 1.06 The Public Works and Utilities Department will supply the water meter which must be installed in a horizontal position by a certified plumber. The water meter will not be supplied until the contractor/owner has a valid building permit from the City of Brooks for the project. Except for testing, the water service shall not be turned on by anyone other than Public Works and Utilities Staff. The water meter must be sealed and wired before water service will be turned on. Contact City of Brooks Utility Staff when meter is installed.
- 1.07 There will only be one meter connected to each separate water and sewer connection. Duplexes will have separate sewer and water connections to each side. There will only be one meter connected to any building over a duplex with the exception of row housing that is attached by side walls and not back to back. This will also apply to any commercial building that only one meter connection to each building with the exception of Condominium buildings. All water meters installed in mobile homes that require separate metering must be installed inside the building and the meter wire run to the front of the unit for the touch pad.

2. INSPECTIONS

- 2.01 The building contractor or owner must have a valid Provincial plumbing permit number prior to commencing any work.
- 2.02 The building contractor or owner must leave the Curb Cocks (CC's) exposed and in good operating condition.
- 2.03 The Public Works and Utilities Department is required to inspect the service connections before any backfilling is done. Backfilling of a service connection before it has been inspected will result in the work being re-excavated for inspection by City inspectors.