

# APPLICATION FOR SERVICE/ CONNECTION INFORMATION SHEET

## **BEFORE MAKING APPLICATION**

- Visit the Public Works Department and find out if water and sewer services are available to your property.
- For sewer service, determine whether or not a gravity connection can be made (make sure the sewer main is low enough for your building to connect).
- You may wish to find out what the costs for connections are and if there are any Late Comer Charges that apply. Contact the Public Works Departmental Services Clerk (250-615-4021).

## **FOR CONNECTION TO SERVICES**

- Fill in the Application for Service / Connection Form. Submit a non-refundable Documentation & Inspection Fee(s).
- Only a qualified Contractor or the homeowner can do the actual service work. If you, as the homeowner, are planning to do the work yourself, then a visit to the Plumbing Inspector (615-4000) is a must.

## **BEFORE YOU DIG**

- **Contact BC-1-CALL (1-800-474-6886)** for B.C. Hydro, CityWest Cable, Telus & Pacific Northern Gas utility locates.
- The City of Terrace will provide you with the location of existing pipes. It is your responsibility to ensure the depth of your development will allow gravity drainage connection, and pipes to be put in at proper grade.
- Ensure you follow all safety precautions of working in an excavation. The Workers Compensation Board has sloping and trenching regulations that you must follow.

## **INSPECTION**

- Prepare the water and sewer lines for inspection by the City. You or your Contractor will ensure that the type of pipe is appropriate, the method of installation is done correctly (bedded in sand), pipes are in at proper grade (slopes should be between 1% and 2%). All water and sewer lines should be exposed from the service box to the building foundation, and any required cleanouts in place.
- **Once the connections are made, an inspection by the Building Inspector (250-615-4000) is required. Please give 48 hours notification for inspections.**
- A City representative will note the connections, type of pipe, depth of bury, grade and bedding and then authorize the Contractor to backfill the trenches. The City Representative will flow test the water lines following a connection. Please ensure there is access to the premises at time of inspection.  
*Note:* The basic criteria must be met for your connection to pass. (i.e. pipes are bedded in sand, the pipe has proper grade, and the ditch is properly sloped). **There is a Re-inspection Fee.**
- If you have a septic tank, then an additional inspection by the Plumbing Inspector (250-615-4000) will be required to ensure the tank is removed or alternatively is pumped out and filled with sand or gravel to deactivate it.

## **PLEASE NOTE**

A 90 day temporary water service for construction purposes is available. It is **ONLY TEMPORARY** and may be shut off if you occupy the premises without a valid Occupancy Permit.