



# Sewer and Water Permit Process

in the City of Hamilton

## Introduction

Servicing Permits for connections to municipal infrastructure (watermains and sanitary and storm sewers) are required for all new or re-constructed service connections from private or public property. To obtain sewer and water permits for commercial, industrial, institutional and multi-residential developments (i.e. townhouse, condominium and apartments) the City's Sewer and Water Permit Process is used; it's a user-pay service and includes fees for: drawing review and approval, permit issuance, service inspection, and meter installation.

### Please note:

- Permits for industrial applications have additional Ministry of Environment requirements (see Special Requirements in this brochure).
- This process does not apply to single family dwellings that are approved under a Plan of Subdivision.



## Process

1. The applicant/owner must submit a servicing drawing to the Planning and Economic Development Department, Development and Real Estate Division, Development Engineering Section for review and approval (see Servicing Drawing Requirements.)
2. Following the initial review of the submission, specific modifications and/or additions to the drawings may be requested, to ensure that the proposed system will meet the minimum standards for permit issuance. Failure to fulfil

the general requirements listed under the Servicing Drawing Requirements may result in the drawings being rejected or processing of the drawings being delayed.

3. After the revisions have been made, the applicant/owner will be resubmit 5 copies of the completed plan for final review, processing and costing of the permit.
4. Upon notification of approval and prior to commencing the servicing work, the applicant/owner can obtain Servicing Permits. Permits are issued between 8:30 a.m. and 4:30 p.m., excluding weekends and holidays at:
  - Planning and Economic Development Department, City Hall, 6<sup>th</sup> or 7<sup>th</sup> Floor, 71 Main Street West.
5. After receipt of permit(s) it is the applicant/owner's responsibility to contact the City and request the required sewer and meter inspections. Requests for inspections can be made through the Development Engineering Section at 905.546.2424 ext. 2822 and should be made 24 hours in advance.

**Note:** Approval of the servicing drawing is for material acceptability and compliance with municipal and provincial specifications and standards only. Approval and inspection by the City of Hamilton of the works does not certify the line and grade of the works; it's the owner's responsibility to have a qualified professional certify this accordingly.

## Special Requirements

- For servicing permits related to works on private property, the owner or their designate may obtain the permit.
- Servicing permits for projects which include works within the municipal road allowance may only be obtained by the owner's contractor, who must be bonded with the City of Hamilton.

Works within a municipal road allowance also require an Excavation Permit which is payable when the Servicing Permit(s) are issued.

- Where applicable, servicing permits for the installation of water meters will also be issued in conjunction with the Servicing Permit\*. All water meters must be supplied and installed by the City of Hamilton, and paid for by the applicant/owner. Meter cost is based on the size of meter to be installed. Installations are scheduled by appointment by calling:
  - 905.546.2424 ext. 4426 following notification that all applicable plumbing has been installed and inspected. All meters remain under the ownership of the City of Hamilton.
  - Individual unit or satellite meters within multi-residential developments and single family homes are issued through the Building Division, City Hall, 3<sup>rd</sup> Floor, 71 Main Street West.
- Ministry of Environment (MOE) Approvals for Storm Systems on Industrial Lands.
  - Because runoff from lands used for industrial purposes (as defined below) may be contaminated due to the industrial activities taking place on such properties, the MOE requires testing of the quality of the stormwater runoff. If found to be contaminated, the stormwater must be transmitted to a facility designed to treat the contaminants.
  - Definition of Industrial Land: land used for the production, processing, repair, maintenance of storage of goods or materials, or the processing, storage, transfer or disposal of waste, but does not include land used primarily for the purpose of buying or selling,
    - (a) goods or materials other than fuel, or
    - (b) services other than vehicle repair services.



Therefore all applications for Certificates of Approval for storm sewers/stormwater management works under Section 53 of the Ontario Water Resources Act located on industrial land shall be forwarded directly to the Environmental Assessment and Approvals Branch with an Application for Approval of Industrial Sewage Works for review and approval. This includes overland and/or piped runoff directed to a ditch or sewer that leaves the site.

Fees (2010 Rates)	
Drawing Review and Approval Fee (payable at the time of submission)	\$500
Water Permit	\$*
Sewer Permit	\$*
Excavation Permit	\$357
Sewer and Meter Inspection	\$*
Meter Installation	Varies

\* Fees are paid at the time of issuance and are based on complexity and size of services.

## Servicing Drawing Requirements

### General Requirements

Servicing plans should be drawn to a minimum scale of 1:500 (metric only). The following information shall be shown on all servicing plans submitted for review.

- (a) Minimum scale of the servicing plan to be 1:500.
- (b) A key plan, showing the location of the site in relation to the nearest major intersections. A north arrow must be provided on the plan.
- (c) A legend must be provided on the plan and all items clearly labelled.
- (d) The municipal address of the property.
- (e) Name of business, property etc.
- (f) Drawing date including any revisions.
- (g) All existing municipal services (i.e. storm and

sanitary sewers, watermains, private services, etc.) located within the abutting municipal road allowances, etc.

➤ Engineering drawings showing this information may be available from the Public Works Department, Capital Planning and Implementation Division, Surveys/Technical Services Section, 3rd Floor Hamilton Eatons Centre, 77 James Street North, Hamilton.

➤ **Note:** It is the applicant/owner's responsibility to ensure that the information shown on the plans obtained is accurate. It is recommended that the applicant/owner field check all information.

(h) If applicable, all existing services for the subject property must be shown on the plan. The drawing should indicate which services are to be abandoned and/or re-used.

➤ **Note:** If a service is to be re-used, the applicant/owner must assure themselves that the existing service is adequate to meet their proposed uses and are in good working condition.

(i) All existing and proposed structures on the property.

(j) All elevations on the plan (inverts etc.) to be to geodetic datum.

For further details on the servicing drawing requirements please refer to the Planning and Economic Development Department, Development and Real Estate Division, Development Engineering Section Sewer and Water System Design Requirements.

## **Proposed Systems Requirements**

All services to be connected to the City of Hamilton's infrastructure are to be designed and installed in accordance with the City of Hamilton Specifications Manual (latest edition), Ministry of the Environment Guidelines (latest edition) and the Ontario Building Code, Part 7.

Should you have any questions related to the above noted requirements or require any clarification please contact the Development Engineering Section at 905.546.2424 ext. 2822 or 2051.

### *For more information contact:*

#### **Growth Management Division**

Planning and Economic Development Department  
City Hall  
71 Main Street West, 5<sup>th</sup> Floor  
Hamilton, Ontario, L8P 4Y5

#### **Monday - Friday**

8:30 a.m. - 4:30 p.m.  
Phone: 905.546.2424  
Website:  
[www.hamilton.ca/growthmanagement](http://www.hamilton.ca/growthmanagement)



Hamilton

**GROWTH MANAGEMENT DIVISION**  
PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT