



**DISCONNECTION OF SERVICES FORM**  
**Building Division**  
**Planning & Economic Development Department**  
**City of Hamilton**

71 Main Street West, 3rd Floor  
 Hamilton, ON L8P 4Y5  
 Phone: (905) 546-2720  
 Fax: (905) 546-2764

**LOCATION:**

**CONTRACTOR'S NAME:**

**BUSINESS ADDRESS:** **TELEPHONE #:**

**DESCRIPTION OF BUILDING:**

**EMAIL AND/OR FAX #:**

DEPARTMENT	APPROVAL	NAME & SIGNATURE	TITLE & PHONE	DATE
Hamilton Emergency Services -- FIRE Fire Prevention Bureau 55 King William Street - 2nd Floor, Hamilton, ON Phone: (905) 546-2424, ext. 1380 Fax: (905) 546-4566	Inspection	Name:  Signature:	Title:  Phone Number:	
Water Service 330 Wentworth St N, Hamilton ON (905) 546-4426 Fax: (905) 546-2627	Service Request #: Okay to reuse Service Substandard Service Water Turned Off Removal of Water Meter	Name:  Signature:	Title:  Phone Number:	
Sewer Lateral Reuse Inspection gmconstruction@hamilton.ca (Must consult with Growth Management Staff) Construction Development Section, Growth Management Division	OK to re-use service Relined Replaced Abandoned N/A	Name:  Signature:	Title:  Phone Number:	
Enbridge Gas 550 Consumers Road North York, ON M2J 1P8 Phone: 1-877-362-7434	Gas (Exterior)	Name:  Signature:	Title:  Phone Number:	
Union Energy/Reliance Home Comfort 830 Harrington Court, Burlington, ON Phone: (905) 681-4145 Email: mharper@reliancecomfort.com	Equipment Removal	Name:  Signature:	Title:  Phone Number:	
Bell Canada Phone: 1-800-789-7723 (Ask for Clearance No.) Fax: (905) 527-2187 Email: hamdemos@bell.ca	Clearance No.	Name:  Signature:	Title:  Phone Number:	
<u>Electricity Provider (Contact your provider only)</u> Hydro One Electrical (Ask for Clearance No.) Phone: 1-888-652-2302 Fax: (519) 426-9934	Clearance No.	Name:  Signature:	Title:  Phone Number:	
<b>OR</b>				
Alectra Utilities (Ask for Clearance No.) Phone: (905) 317-4575 Fax: 1-877-236-6395	Clearance No.	Name:  Signature:	Title:  Phone Number:	
Forestry Protection Services Phone: (905) 546-2424, ext. 7375 Fax: (905) 546-4473 urbanforest@hamilton.ca	Forestry	Name:  Signature:	Title:  Phone Number:	

## Abandoned Water Service Requirements Demolition Regulations

### Steps to Take:

1. Obtain a Demolition Permit
2. Schedule a Water Turn-off appointment with the Water Distribution Customer Service
3. Meet with the Water Distribution Operator on the scheduled date to ensure that the water is turned off and to have a size and type done.
4. Schedule an appointment with Water Distribution Customer Service to meet a Water Meter Technician to have the water meter removed.
5. You have 3 months from the date of Demolition Permit purchase to ensure that the Service Line is Abandoned at the city watermain. The City Water Distribution Operator must witness the abandonment of the service activity.
6. Within 3 months, from the date the Demolition Permit is issued, you must schedule an Abandoned Services Inspection with the City Water Distribution Customer Service.
7. Failure to comply with the By-law regulated procedures will result in additional Service Call Fees (Inspection services after 3 months) and all costs associates with the subsequent removal of services by the City of Hamilton.

### Demolition Regulations

As a holder of a valid Demolition Permit, please be advised that there is applicable legislation pertaining to the abandonment of water services, which your proposed demolition is subject to!!!

As per the Waterworks By-law No. R84-026, as amended, where any premises to be demolished has an existing water service of less than 20mm (3/4") diameter or substandard material (non-copper); the existing service line must be Disconnected and Abandoned at the city watermain at the sole cost of the owner. Further, the by-law establishes that the owner has a 3 month time frame in which to complete the abandonment of water services at the city watermain.

The Water & Wastewater Division reserves the right to Deny Approval of al new replacement or additional water services if the New Service Inspection determines that the pre-existing service line, less than 20mm diameter, was not abandoned at the city watermain.

The Water & Wastewater Division further reserves the right to Invoice and Seek Repayment of all additional costs that are incurred by the City of Hamilton – with respect to the Abandonment of Services at the city watermain – that are directly related to the failure of the Premises Owner to adhere to said legislation.

## Sewer Lateral Service Requirements

For Growth Management to sign off on the Sewer Lateral portion of the Disconnection of Services (DoS) Form, abandonments must be completed, and new services installed to the property line.

Prior to inspection, payment for Video Review or Excavation/Road Cut Permit must be received. Please contact [devengapprovals@hamilton.ca](mailto:devengapprovals@hamilton.ca) to make arrangements for payment. For fees, permits and any updates on your permit please contact [devengapprovals@hamilton.ca](mailto:devengapprovals@hamilton.ca).

**48 hours notice is required for our inspectors to be on site. If our inspector is not on site, Disconnections of Service form will not be signed.**

Contractor Options:

- Abandon existing line(s) and install new sanitary/storm lines from the property line to mainline sewer (storm if applicable). To obtain the permit and complete the work, a contractor bonded with the City of Hamilton is required.
  - **Please note:** If you are installing new sanitary and storm line(s), we recommend contacting Hamilton Water and the Building Division to determine if a new water line is also required. If possible, install all infrastructure at once to avoid multiple trips by the bonded contractor.

- Re-use existing sanitary and storm line(s):

To reuse an existing line, you must prove that it is in good condition. You will be required to excavate at the property line so the inspector can see the size of the pipe.

- The pipe must be a minimum 5" diameter line which is videoed from the property line to the mainline. A digital copy of the video must be recorded for City records. **Our inspector must be on site when this work is being done.**
- If the line is not minimum 5" in diameter it cannot be re-used (6" is the current standard for new installs).
- If it is not PVC but 5" or more (and determined by our inspector to be in good condition), it will need to be lined and re-videoed in order to re-use. **Our inspector must be on site when this work is being done.**

**Please note the following:**

- For new construction, if your basement depth is not at the same depth as the current building, re-use may not be an option depending on the minimum slope requirements.
- If only a sanitary drain is present and a storm drain is required, it is likely the sanitary drain will be damaged when the new storm drain is installed. It is recommended both new sanitary and storm are installed.

Please email Disconnection of Services form to [gmconstruction@hamilton.ca](mailto:gmconstruction@hamilton.ca)