



**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 NO.:** \_\_\_\_\_

**DESCRIPTION OF BUILDING:** \_\_\_\_\_

**EMAIL AND/OR FAX NO.:** \_\_\_\_\_

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 <input type="checkbox"/> Substandard Service <input type="checkbox"/> Water Turned Off <input type="checkbox"/> Removal of Water Meter <input type="checkbox"/>	Name:  Signature:	Title:  Phone Number:	
Sewer Lateral Reuse Inspection P&ED - Project Manager, Growth Management 71 Main Street West, 6th floor Phone: (905)546-2424 ext. 7860 Must Consult with Growth Management Staff	OK to re-use service <input type="checkbox"/> Relined <input type="checkbox"/> Replaced <input type="checkbox"/> Abandoned <input type="checkbox"/> N/A <input type="checkbox"/>	Name:  Signature:	Title:  Phone Number:	
Union Gas 4475 Mainway Drive, Burlington, ON Phone: 1-855-228-4898 ext. 5111111 Fax: 1-866-263-0581 hamiplan@uniongas.com	Gas (Exterior)	Name:  Signature:	Title:  Phone Number:	
Union Energy/Reliance Home Comfort 830 Harrington Court, Burlington, ON Phone: (905) 681-4145 Fax: (905) 333-2689	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.



Mailing Address:  
Planning and Economic Development - Growth Management  
City Hall, 71 Main Street West, 6<sup>th</sup> floor  
Hamilton, Ontario  
Canada L8P 4Y5

In order for Growth Management to sign off on the Sewer Lateral Portion of the Disconnection of Services (DoS) Form, the lot must be either serviced or un-serviced.

In all cases prior to inspection, payment for Video Review (\$508.50 - 2019 rate) or Excavation/road cut Permit (\$576.07 - 2019 rate) must be **paid for on the 6<sup>th</sup> floor at City Hall**, and **we require 48 business hours' notice** as to when the work will be done in order to have our inspector on site. **If our inspector is not on site, they will not sign off on your form.**

Your options are hire a contractor to:

1. Abandon the existing line(s) (from property line to mainline sewer) and we can sign off on your DoS form, however if this is in a residential area, Building Services will not issue your permits until your building plans have been approved and the lot is serviced to property line.
2. Abandon existing line(s) and install new sanitary and storm laterals from property line to mainline sewer. (storm if applicable)
3. Re-use existing sanitary line (not practical if installing new storm, but technically an option) and install new storm line. In order to re-use the line you must prove that it is good for re-use. You will be required to excavate at property line so our inspector can see the size of the pipe. The pipe must be a minimum 5" diameter line, **videoed at property line to mainline sewer**. Our inspector must be on site when the work is being done, and a DVD or USB copy of the video needs to be kept at City Hall for our records. If the line is not minimum 5" in diameter it cannot be re-used. If it's not PVC but is 5" in diameter or more (6" is the current standard for new installs), and in good shape, it will need to be lined and re-videoed for re-use, all **in the presence of our inspector**.  
**Please note:** if your basement depth in your new design is not at the same depth of the current building, re-use is not an option.

If there is a storm mainline sewer or combined mainline sewer in the road, you will need to video or install or wye-in **a storm lateral**. If you are installing new line(s) it's wise to check with Hamilton Water to see if a new water line is also needed, and install all the necessary service lines at once, if applicable.

If you have any further questions you will need to speak with someone in Development Approvals to discuss your options. Zivko Panovski can be reached at 905 546-2424 ext. 2435 or Sandra Al-Dabbagh at ext. 5197.

You can fax your form to 905 540-6142 or email to [lori.rez@hamilton.ca](mailto:lori.rez@hamilton.ca).