

Service Installations: General Requirements and Specifications

While we consider the criteria mentioned here for most decisions, the officer handling your application has the final say. If you're requesting something that doesn't fit these general requirements, make sure to explain this in your application clearly.

1. **Building and Planning Control, Internal Departments & Outside Agencies**

Before getting a Service Installation Permit, you must first get a Building Permit from the Building Department if there's a need for Building and/or Planning Control. Additionally, the Town might wait to issue your service installation permit if other Town Departments or Outside Agencies need to give their consent. These could include Building and Planning Control, Minor Variance(s), Consent(s), Rezoning(s), the Town's Planning Environmental Conservation Overlay Zone, NPCA Clearance(s), and Niagara Region Septic Clearance(s).

2. **Third-Party Permit(s)**

If you're the owner or contractor, you need to get all the necessary permits and approvals from third parties. This includes permits like a Municipal Plumbing Permit, Sewer Permit, Regional Niagara Utility Permit, Niagara Parks Commission Encroachment Permit, Ministry of Labour Trench Permit, and others.

- a. For projects involving parts of Bowen Road, Central Avenue, Dominion Road, Garrison Road, Gilmore Road, Gorham Road, Helena Street, Montrose Road, Netherby Road, Phipps Street, Sodom Road, Stevensville Road, and Thompson Road, these are managed by the Niagara Region as road allowances. You can find more details about the requirements for these roads by contacting (905) 980-6000 or visiting this website: [Niagara Region Road Permits](#)
- b. For projects involving Cairns Crescent, Frenchman's Lane, parts of Lakeshore Road, Niagara Boulevard, Niagara Parkway Boulevard, Niagara River Parkway, or any Service Roads connected to these streets, these are managed by the Niagara Parks Commission as road allowances. You can learn more about the requirements for these roads by contacting (905) 356-2241 or visiting this website: [Niagara Parks Commission Permits](#)

You must provide proof of all third-party permissions to the Town at least two (2) business days before excavation, and it must meet the Town's satisfaction.

3. **Permit Fee(s)**

The fees and charges for permits are calculated before the permit is issued and may include charges for road reinstatement. These fees and charges are subject to change. You can find the most up-to-date schedule of fees by visiting this website and selecting the current year:

[Town of Fort Erie Fees and Charges](#)

4. **Regional Infrastructure**

To check if the infrastructure is owned or operated by the Niagara Region, please visit this website for more information:

[Niagara Region Infrastructure Navigator](#).

There are specific requirements for applications involving Regional infrastructure, including separate fees. Applications must be submitted through the Town, but it's the responsibility of the applicant to ensure that the proposed works are acceptable to the Niagara Region before submission.

5. **Servicing Schematic**

The applicant must provide a plan that shows the details of the proposed installation and any other relevant connections to the existing watermain and/or sewer systems. The plan must be measured using metric units from a fixed infrastructure asset like a sanitary manhole or fire hydrant. It should include dimensions, such as horizontal separations, sizes, materials, and any colour coding methods needed. The plan must be clear, scaled properly, and verifiable in the field.

6. Traffic Control

If the work is on a highway within the Town's jurisdiction, the applicant must create and submit a Traffic Control Plan at their own expense. This plan must follow the Ministry of Transportation's latest Ontario Traffic Manual, Book 7, Temporary Conditions. You can find electronic copies of the manual on the Ministry of Transportation website: [Ministry of Transportation Website](#)

- a. The plan, following Book 7, must include:
 - (i) The type of highway: "Two-Lane, Two-Way" or "Multi-Lane Undivided"
 - (ii) The expected duration of the work: Intermittent Duration (ID) \leq 15 minutes, Very Short Duration (VSD) 16-30 minutes, Short Duration (SD) 31 minutes – 24 hours, or Long Duration (LD) $>$ 24 hours.
 - (iii) The correct traffic control layout, which also references the Normal Posted Regulatory Speed (km/h) for that section of the highway.
- b. Approval for a road closure will only be given if all other options for completing the approved work without closing the road have been explored. If this is the case, a detailed explanation of the reasons should accompany the Traffic Control Plan.
- c. Any plan involving a roadway owned or operated by the Niagara Region and/or the Niagara Parks Commission, including detours over these roads, must also provide proof of permission and/or a letter of non-objection from the relevant authority, as applicable. **See note 2 for further details.**

7. Accessibility for Ontarians with Disabilities Act

The applicant cannot start construction until the Town provides notice of any service disruption as required by the Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11, and its regulations, which may be amended or replaced from time to time.

8. Notification to Emergency Services & Public Transit

Before starting construction and each day the right-of-way is impeded, the applicant must notify the following service providers and provide a copy of the approved Service Installation Permit:

Fort Erie Fire Department	(905) 871-1600 Ext. 5600
Niagara Regional Police Service (NRPS)	(905) 871-2300
Emergency Medical Services (EMS)	(905) 984-5050
Niagara Student Transportation Services (NSTS)	(905) 357-6787
Fort Erie Transit	1-833-287-5463
Fort Erie Accessible Specialized Transit (FAST)	1-833-933-3278
Town of Fort Erie: Road Operations	(905) 871-1600 Ext. 2466
Niagara Regional Waste Management	(905) 356-4141

9. Insurance Requirements

During any authorized work period, the contractor must maintain insurance coverage as follows, provided by insurance companies licensed to operate in Ontario and deemed of satisfactory financial standing to The Corporation of the Town of Fort Erie:

- a. Commercial general liability insurance with a minimum of two million dollars (\$2,000,000) per occurrence. This coverage includes bodily injury (including death), property damage (including loss of use), personal injury, premises and operations liability, tenant legal liability, and a cross liability/severability of insured clause. The policy must also name the Corporation of the Town of Fort Erie as an Additional Insured for liability related to the construction work of the applicant.
- b. This insurance must be primary and not rely on any other available insurance to the Town.
- c. The applicant must provide an insurance certificate that meets the Town's requirements. Upon request, the applicant must also provide a certified true copy of the policy endorsed by an authorized representative of the insurer.
- d. The policy must include a provision for the Town to receive at least thirty (30) days' written notice of cancellation. If the policy is canceled for any reason or if the permit holder fails to maintain continuous insurance coverage, they must immediately cease operations on the Town's premises.

10. **Workplace Safety & Insurance Board**

The applicant must provide a valid Workplace Safety and Insurance Board (WSIB) Certificate of Clearance, confirming that the contractor is in good standing with the Board.

11. **Health & Safety**

All work must adhere strictly to the Town of Fort Erie's latest Health and Safety Policy and the Occupational Health and Safety Act. You can find the Town of Fort Erie's Health & Safety Policy at: [Town of Fort Erie Health & Safety Policy](#) and the Occupational Health & Safety Act at: [Occupational Health & Safety Act](#)

12. **Ontario OneCall**

Applicants conducting excavation, drilling, blasting, or auguring must obtain utility locates before digging. This is essential to prevent serious injury, death, or service disruptions caused by accidentally severing underground pipes. The Ontario Occupational Health and Safety Act mandates accurate locating and marking of all underground services before excavation (O. Reg 213/91 Sect. 228).

13. **Scheduling Inspection(s) and Live Taps**

We strongly recommend that you refrain from taking any irreversible actions, such as renting equipment, until you have obtained your permit(s).

The contractor must inform the Town at least two (2) business days before starting work to schedule inspections and/or Live Taps for Water Service. Only Town Staff are authorized to perform live taps. To schedule a service or inspection, please call (905) 871-1600, Ext. 2404.

14. Installation Guidelines

All work must meet the specifications outlined by the Town of Fort Erie as detailed in O.P.S. Specifications and Drawings. Unless explicitly approved in writing and specified on your Permit, you must not substitute or improvise materials or equipment. The Town of Fort Erie will not supply any materials or equipment needed to complete the job.

Water Services The installation must include providing a 19mm diameter type 'K' soft copper service and fittings, including all main stops, curb stops, and boxes, following OPSD 1104.010 specifications. This involves tapping into the existing watermain using a broadband stainless-steel saddle (No. 302) by Cambridge Brass or equivalent (A/C & PVC only).

- a. Connection to the existing watermain must be a "wet tap" with a stainless-steel tapping sleeve and valve. If "wet tap" connection isn't feasible due to watermain size limitations, an anchor tee and valve must be installed. Before tapping into existing watermains, the pipe surface and all relevant equipment must be cleaned and disinfected with a minimum 1% sodium hypochlorite solution. The stainless-steel tapping sleeve and valve must be affixed so the tap is made at either the 10:00 o'clock or 2:00 o'clock position. Teflon thread tape should be applied to the inlet thread of the main stop. After tapping, the connection must be visually inspected for leaks.
- b. **Cathodic Protection of Watermains & Appurtenances:** All connections must be made following the most recent revision of the Niagara Peninsula Standard Contract Document; Special Provisions, Section D10. [Niagara Peninsula Standard Contract Document](#)
- c. Installation must maintain a minimum 0.5m vertical separation between Water service(s) and Sewer/Sewage works, complete with 1.5m minimum cover.

15. Sanitary Service Connections

The minimum diameter for a service connection to the main Sewer for gravity flow must be 100 mm in diameter. Sanitary Sewer pipes must be colour coded green to prevent cross connections. This can be achieved through pipe colour, wrapping, demarcation tape, or stenciling.

Installation must include supplying 100 mm diameter PVC DR28 lateral pipes, gaskets, and fittings like tees, bends, adapters, end caps, etc., as required following OPSD 1006.01 specifications. This includes connecting to the existing main using a CLOW D-50 Sewer Saddle or an approved equivalent.

- a. The installation must maintain a minimum grade of 2% and a maximum grade of 8%.
- b. There must be a minimum horizontal separation of 2.5m between water service(s) and sewers/sewage works.
- c. Services must be installed at a 90-degree angle from the sewer main to the property.

16. Storm Service Connections

Designers should aim to discharge stormwater in accordance with Section 7 of By-Law 92-2019, Maintenance of Property and Land within the Town of Fort Erie. Applications for a Storm Service Connection will only be considered in exceptional circumstances. In such cases, your application must be accompanied by a Lot Grading Plan reviewed and approved by the Building Department before applying for a Service Installation Permit.

The minimum diameter for a catch basin lead service connection to the main Sewer for gravity flow must be 100 mm diameter and colour coded white to prevent cross connections. This colour coding can be achieved through pipe colour, wrapping, demarcation tape, or stencilling.

Installation must include supplying 100 mm diameter PVC DR28 lateral pipes, gaskets, and fittings like tees, bends, adapters, end caps, etc., as required following OPSD 1006.01 specifications. This includes connecting to the existing main using a CLOW D-50 Sewer Saddle or an approved equivalent.

- a. There must be a minimum horizontal separation of 2.5m between sewage works.
- b. Services must be installed at a 90-degree angle from the main to the property.
- c. Kor-N-Seal® Series I106-406 adapters or an approved equivalent must be used whenever PVC pipe is connected to concrete structures.

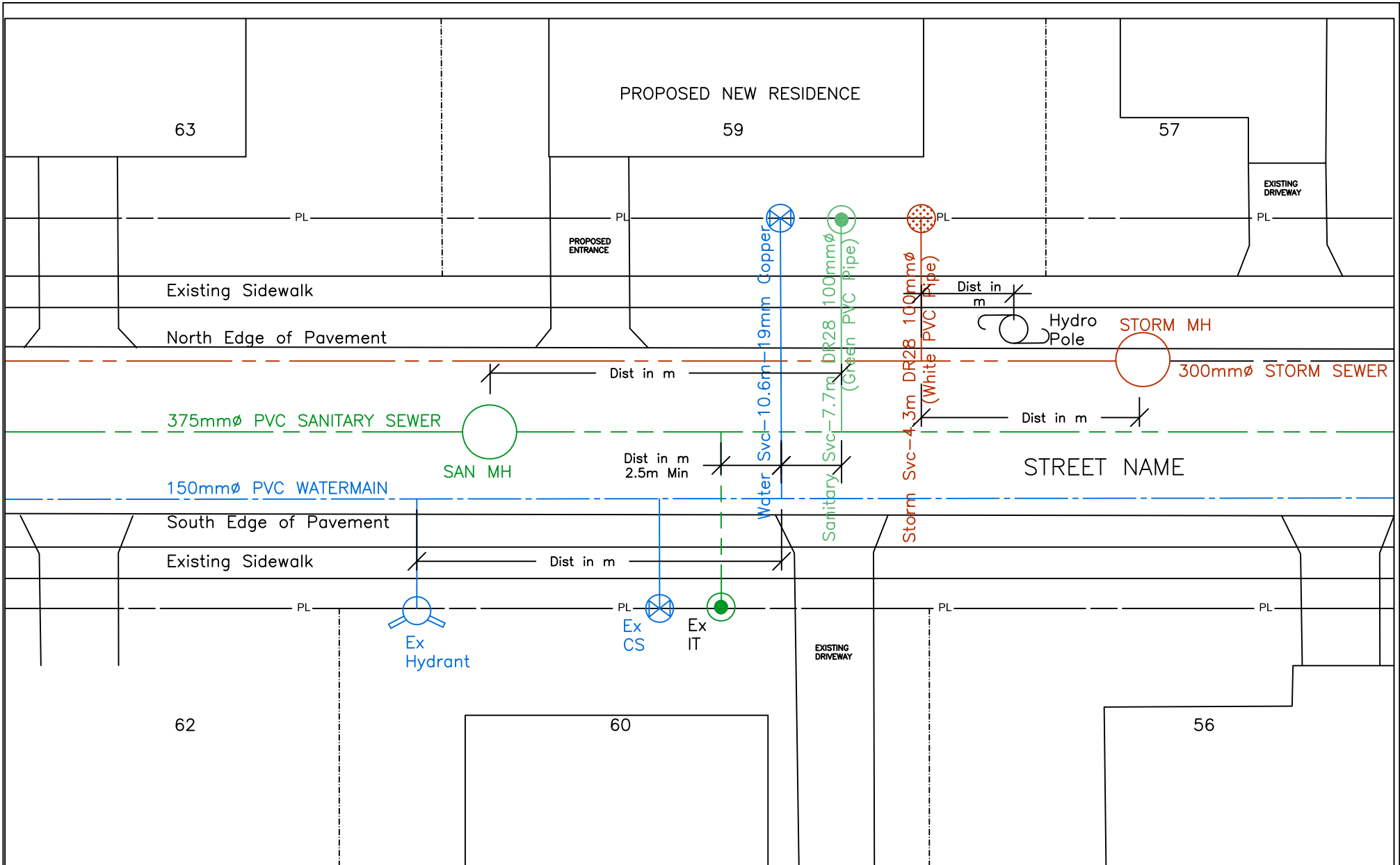
17. Backfilling of Excavations

- a. Travelled Portions of Road/Asphalt Areas and Shoulders – Backfill must consist of Granular 'A' material compacted to one hundred (100%) percent standard proctor density.
- b. Boulevards and Grassed Areas – Backfill may consist of select native materials, subject to approval, compacted to ninety-five (95%) percent standard proctor density.

18. Reinstatement of Damaged and Disturbed Areas

Reinstatement must adhere to municipal standards and match or exceed existing conditions, with the more stringent of the two standards applying. The contractor is responsible for guaranteeing the installation and reinstatement for one (1) year from the date of acceptance by the Town. During this maintenance guarantee period, the contractor must rectify any defects or deficiencies within forty-eight (48) hours of notification. If emergency repairs are conducted by Town forces within the guarantee period, all costs are the contractor's responsibility.

- a. Asphalt Roads and Asphalt Areas: Reinstatement requires a minimum of 75mm H.L.8 HS and a minimum of 40mm H.L.3 HS. Trenches within the travelled portion of the roadway must be hard surfaced after backfilling. If permanent reinstatement isn't feasible on the installation day, temporary reinstatement with cold patch asphalt is necessary.
- b. Surface Treated Roads: Reinstatement with a minimum of 50mm H.L.3 or, if H.L.3 is unavailable due to asphalt plant winter closing, a minimum of 50mm QPR 2000.
- c. Boulevards & Grassed Areas: Reinstatement with a minimum of 100mm approved topsoil and nursery sod.
- d. Sidewalks: Reinstatement must comply with the most recent revision of the Niagara Peninsula Standard Contract Document; Special Provisions, Section B9/B10. [Niagara Peninsula Standard Contract Document](#)



NOTE:

New Storm Sewer Service - Must be supported with an Approved Lot Grading Plan from the Building Department at the Town of Fort Erie

All supplies to be provided by Contractor



INFRASTRUCTURE SERVICES
ENGINEERING DIVISION

TOWN OF FORT ERIE

SITE SERVICES DRAWING EXAMPLE

SCALE	NOT TO SCALE	DRAWN BY	SLB
DATE	JANUARY 2023	DWG. No.	