



The Corporation of the Town of Fort Erie
 1 Municipal Centre Drive
 Fort Erie, Ontario, L2A 2S6
 Telephone: 905-871-1600
 Facsimile: 905-871-6411
 www.forterie.ca

For Town Use Only

Permit Number:

SERVICE INSTALLATION APPLICATION – SERVICE INSTALLATION BY PRIVATE CONTRACTOR

PROPERTY INFORMATION			
Street Name:		House No. / Lot No.:	
Legal Description:			
Owner Name:			
Owner Address:			
Owner Telephone:		Email:	

CONTRACTOR INFORMATION			
Contractor Name:			
Address:			
Telephone:		Email:	
Site Representative:		Telephone:	

CONTRACTOR INSURANCE INFORMATION			
Insurance Company:		Insurance Expiry Date:	

REQUIRED SERVICES						
				Installation Method		
				Fees	Open Trench	Boring
1.	Sanitary Sewer Service	<input type="checkbox"/> Yes	<input type="checkbox"/> No	176.30	<input type="checkbox"/>	<input type="checkbox"/>
2.	Storm Sewer Service	<input type="checkbox"/> Yes	<input type="checkbox"/> No	176.30	<input type="checkbox"/>	<input type="checkbox"/>
3.	Water Service	<input type="checkbox"/> Yes	<input type="checkbox"/> No	176.30	<input type="checkbox"/>	<input type="checkbox"/>
4.	Live Water Tap	<input type="checkbox"/> Yes	<input type="checkbox"/> No	174.25		
5.	Water Meter Application Completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Size:	

CONDITIONS OF PERMIT APPLICATION SUBMISSION	
1.	This application must be received by Infrastructure Services at least seven (7) days prior to proposed construction. Permit fees must be paid, and approved permit picked up twenty-four (24) hours prior to starting work. (All fees shall be paid prior to permit release)
2.	The following shall accompany the Application form: <ol style="list-style-type: none"> Plan showing the details of the connection(s) to and the location of existing watermain and/or sewer(s) of the proposed works (location with dimensions, size(s), material(s), etc.) Liability insurance in the amount of at least two million (\$2,000,000.00) dollars naming the Town of Fort Erie as additional insured (Certificate of Insurance to be provided) Workplace Safety and Insurance Board Certificate of Clearance certifying that the contractor is in good standing with the Board
3.	Contractor must be experienced and hold a valid Ministry of the Environment and Climate Change certificate (if applicable)
4.	Fees are payable upon approval of permit and will include the following as required: <ol style="list-style-type: none"> Application fee per service connection New live tap service fee per water service Road reinstatement fees (if applicable)
5.	See second page of application for General Installation Specifications

CONTRACTORS ACKNOWLEDGEMENT AND ACCEPTANCE			
I have read and fully understand all conditions of this permit application as stated herein, including all attached reinstatement standard drawings and by my signature, agree to guarantee the above noted service installation(s), including restoration for a period of one (1) year.			
Contractor's Name:		Date:	
Contractor's Signature:			



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GENERAL INSTALLATION SPECIFICATIONS

1. All work must conform to Town of Fort Erie specifications as detailed by O.P.S. Specifications and Drawings or as modified hereunder. Servicing shall be as follows and under no circumstances shall substitutes be allowed without prior written permission of Infrastructure Services. The Town of Fort Erie will not be responsible for the supply of any materials or equipment required to complete the job
2. Water Services – Supplying and installing 20mm diameter type ‘K’ soft copper service and fittings including all main stops, curb stops and boxes in accordance with OPSD 1104.01, including tapping the existing watermain being broadband stainless steel saddle (No. 302) by Cambridge Brass or equivalent (A/C & PVC only).
 - a. Cast Iron Watermain saddle connections are not permitted. Main stop will be brass, manufactured by Ford, Cambridge Brass, or approved equal in accordance with AWWA C800-1. The main to be tapped will be exposed by hand excavation around the full circumference of the pipe. The pipe will be cleaned by wire brush and washed with fresh water and wiped clean. The tapping machine (Mueller B100 or approved equal) shall be affixed such that the tap will be made at the 10:00 o’clock or 2:00 o’clock position. Teflon thread tape is to be applied to the inlet thread of the main stop. After the tap has been completed and the tapping machine removed, the connection will be visually inspected to ensure that there are no leaks and that the main stop threads are adequately seated in the newly tapped hole.
 - b. Cathodic Protection for copper water services will be one packaged high purity zinc anode type DZP 550-12 (SP-12) or equal, complete with brass or stainless steel clamp, shall be installed on all copper water services.
3. Sanitary Services - Supplying and installing 100mm diameter, PVC DR28 lateral pipes, gaskets and fittings including tees, bends, adapters and end caps, etc., where required in accordance with OPSD 1006.01, including connection to the existing main by a daigle saddle (Model B-50) by Emco.
4. All work must be carried out in strict accordance with the Town of Fort Erie Health and Safety Policy as well as The Occupational Health and Safety Act.
5. The owner/contractor must obtain all applicable permits and approvals, i.e., Municipal Plumbing, Sewer Permit, Regional Niagara Utility Permit, Niagara Parks Commission Encroachment Permit, Ministry of Labour Trench Permit, etc.
6. The owner/contractor must obtain all utility locates prior to commencement of excavation.
7. Traffic control during construction must be maintained in accordance with Ontario Traffic Manual Book 7 (Temporary Conditions).
8. The owner/contractor must notify the Town for locate and inspection service a minimum of forty-eight (48) hours prior to commencement of work. For locate service; call (905) 871-1600, Ext. 2466. For inspection service; call (905) 871-1600, Ext. 2404.
9. Backfilling of Excavations
 - a. Travelled Portions of Road/Asphalt Areas and Shoulders – Backfill to be Granular ‘A’ material compacted to one hundred (100%) percent standard proctor density.
 - b. Boulevards and Grassed Areas – Backfill may be select native materials, as approved, compacted to ninety-eight (98%) percent standard proctor density.
10. Reinstatement of Damaged and Disturbed Areas
 - a. Reinstatements of all disturbed areas as a result of construction shall be carried out in accordance with municipal standards. As a minimum the reinstatement shall match or exceed existing conditions, however, the more stringent of these two (2) cases shall apply. The contractor shall guarantee the installation and reinstatement for a one- (1) year period the workmanship of the installation including restoration. The one (1) year period shall start on the date of acceptance by the Town. During the maintenance guarantee period the contractor shall within forty-eight (48) hours of notification make good any defects/deficiencies in the installation/reinstatement. In the event of emergency repairs by Town forces within the guarantee period all costs shall be the responsibility of the contractor.
 - b. Asphalt Roads and Asphalt Areas - Reinstatement with minimum 50mm H.L.8 HS and a minimum 40mm H.L.3 HS. All trenches with the travelled portion of the roadway must be hard surfaced after backfilling. If permanent reinstatement is not carried out on day of installation, then temporary reinstatement must be undertaken with the application of cold patch asphalt.
 - c. Boulevards and Grassed Areas - Reinstatement with a minimum 100mm approved top soil and nursery sod.
 - d. Sidewalks - Minimum 150m Granular ‘A’ - 125mm 30 m.p.a. concrete or 150mm 30 m.p.a. concrete for sidewalk in driveways or 150mm 30 m.p.a. concrete with wire mesh in commercial driveways.
11. Permit Approval – Contractor shall not start work until approved service installation permit has been issued by the Town.