



GUIDE FOR RESIDENTIAL CONSTRUCTION

DEVELOPMENT SERVICES DEPARTMENT
BUILDING/PLUMBING DIVISION - PHONE 604 527 4580
SEPTEMBER, 2001

SEWER PERMITS

The purpose of this guideline is to assist the homeowner, builder and contractor through the Sewer Permit process. This guide will provide the customer with information on the City's requirements for permits and inspections. At any time during the course of the process please feel free to call staff for assistance or clarification.

Sewer Permits are required when you wish to:

- install a new sanitary sewer;
- replace or alter an existing sanitary sewer;
- install an in-ground swimming pool, hot tub or spa pool (backwash drain connection to sanitary sewer);
- install a new drain tile system;
- substantially alter or replace an existing drain tile system;
- install a new water service;
- replace an existing water service;

Sewer Permits are NOT required for:

- minor repairs to existing sanitary sewer (removal of blockages);
- minor repairs to existing water service (repair a leak);
- minor repairs to existing drain tile system (removal of blockages and a damaged pipe section);
- regular scheduled maintenance;

Engineering Dept. fees to be paid for:

- based on quantity and type of work being conducted (as per schedule "A" fees);

Application for a Sewer Permit:

Applications for Sewer Permit are to be made at the Building Department. The applicant must:

- provide evidence of current City Of New Westminster Business License (contractor);
- provide evidence of Home Ownership (homeowner only);
- provide evidence of Approved Building Permit (if required);
- provide all permit monies at the time of permit application;

Process of Sewer Permit Application:

Upon receipt of a sewer permit application, review and processing by the Plumbing Department requires a minimum of 48hrs. This time line may be extended due to:

- volume of applications;
- complexity of the project;
- accuracy of the application;

Issuance of a Sewer Permit:

The Sewer Permit will be issued following the acceptance of a complete permit application. The applicant will be mailed a copy of the sewer permit.

Drawings:

- are available from the Engineering Department indicating City Of New Westminster requirements for various drain tile systems (separated versus combined sewer piping configurations);

Inspections:

- inspections must be requested by the Sewer Permit applicant;
- all work being inspected must be complete and ready prior to inspection;
- work must not proceed past any of the required inspections listed without prior authorization;
- the street address and Building Permit card must be posted in a visible location on site;
- the approved Building Permit drawings and all prior inspection notices must be on site for all inspections (if required);

Required Inspections:

1. **Piping and Equipment-** all underground and aboveground work must be tested, inspected and approved before covering and proceeding with next phase of the project;

This is not an exhaustive listing of all bylaw and building code requirements. Additional information may be requested during the building permit processing

No person shall use or occupy or cause or permit to be caused or occupied any building or part thereof until he has received an Accepted FINAL Building Inspection from the Building Official.

24 Hr. Inspection Request Service

Building Inspections: 604- 527-4620

Plumbing Inspections: 604- 527- 4610

Next Day Request cut-off is at 2:00 PM.

Leave your Permit number, Contact name and Phone number, Type of Inspection requested, Address at which inspection is required, Contractor and/or Trade's Business License # is required.
(Any omitted information may result in an inspection not being scheduled and delay in construction)