

# Temporary Water Meter Connection Request

## Step 1

### Apply and purchase a City meter

Water Meter Applications, payments and submission of City-approved site servicing drawings can be completed [online](#).

The applicant will receive an email requesting payment once application is reviewed and approved by the City. A pickup time will be arranged with the applicant once payment is received.

## Step 2

### Install meter and backflow preventer

The applicant is responsible to install the new water meter within seven business days from the pickup date according to applicable codes, the City site service drawings submitted and the City's [Water Use by-law](#) (PDF).

It is the applicant's responsibility to obtain and install a [Reduced Pressure \(RP\) Principle Backflow Preventer](#) in a non-hazardous environment, as per all applicable codes, standards and City by-laws. The City will verify the operation of the backflow preventer during their onsite visit to turn the water on.

All installation drawings and relevant information can be found at [vaughan.ca/water](http://vaughan.ca/water).

## Step 3

### Turn on water and test backflow preventer

Once step 2 is completed [online](#), schedule an appointment to turn the water service on and to have City-staff present to witness the operational function of the backflow preventer."

Once you receive a time and date from Service Vaughan, hire an approved [Qualified Company](#) as identified by the City of Vaughan, who is authorized to perform a test on the backflow preventer. This company should be scheduled at the same time as the City is scheduled to turn the water supply on, to ensure the City is present to verify the operation of the backflow preventer.

It is the responsibility of the Qualified Company to:

- test the backflow preventer and attach a device test tag
- complete a [Backflow Preventer Test and Inspection Report](#)

Once all tests and inspections are complete, City staff will verify the closure of any City bypass valve and operation of the City's water meter.

The date your backflow prevention device is tested will become the annual test date.

It is the responsibility of the applicant and property owner to ensure all backflow preventers are tested by Qualified Companies when installed, repaired, relocated and/or replaced.

The [Backflow Preventer Test and Inspection Report](#) (PDF) can be found at [vaughan.ca/WaterBackflow](http://vaughan.ca/WaterBackflow).

The completed Backflow Preventer Test and Inspection Report must be submitted to [backflow@vaughan.ca](mailto:backflow@vaughan.ca).