

## Water Supply System Construction Permit Application Form

### INTRODUCTION

Under the Drinking Water Protection Act, a Construction Permit is required from the Issuing Official before commencing construction, alteration or extension of a water supply system. Information on the application and approval process and who should apply, refer to the “**Water System Construction permit Guidelines**” or contact the local Environmental Health Officers or the local Drinking Water Officers in your area:

Richmond	604-233-3147	<a href="mailto:HealthProtectionRH@vch.ca">HealthProtectionRH@vch.ca</a>
Vancouver	604-675-3800	<a href="mailto:EnvironmentalHealth@vch.ca">EnvironmentalHealth@vch.ca</a>
North Shore & Bowen Island	604-983-6793	<a href="mailto:HealthProtectionNS@vch.ca">HealthProtectionNS@vch.ca</a>
Central Coast & Indian Arm	604-983-6793	<a href="mailto:HealthProtectionNS@vch.ca">HealthProtectionNS@vch.ca</a>
Sea to Sky	604-892-2293	<a href="mailto:HealthProtectionCG@vch.ca">HealthProtectionCG@vch.ca</a>
Sunshine Coast	604-885-5164	<a href="mailto:HealthProtectionCG@vch.ca">HealthProtectionCG@vch.ca</a>
Powell River	604-485-3310	<a href="mailto:HealthProtectionCG@vch.ca">HealthProtectionCG@vch.ca</a>

Completed Construction Permit Applications should be submitted to:

Chris Keung, Public Health Engineer, Health Protection  
#1200 – 601, West Broadway, Vancouver, B.C., V5Z 4C2  
Phone: 604-675-3800  
E-mail: [publichealthengineering@vch.ca](mailto:publichealthengineering@vch.ca)

### SUMMISSION REQUIREMENTS

An application for a Construction Permit should be of professional quality. For complex municipal water works, all plans must be sealed, signed and dated by a Professional Engineer. Submit two complete sets of the application package for new water sources. Submit one complete set of plans for works involving water treatment, watermain extensions or replacements. The design is wholly the responsibility of the applicant.

The following information should be included in the application:

- ❑ Documentation outlining the legal basis of the owner - Improvement District, Water Utility under the Water Utility Act, Water Users Community under the Water Act, Strata Corporation, privately owned (mobile home parks, campsites), etc.;
- ❑ A letter explaining the purpose of the project with a key plan/map to show the location and layout of the site;
  - For new or changes to treatment system, include: transmission, storage, pumping, treatment and distribution works, layout and specifications of equipment used, for example, size and capacity of filters, type and make of ultraviolet disinfection systems, size and type of water pipes etc., also include operational details like how the water is to be disinfected and the equipment monitored
  - For new or changes to the distribution system, include: name of the system owner, plan and profile of the watermain and sewers that are nearby, clearly indicating the separation between them and the protective measures for the watermain
- ❑ If there is a new water source, additional information is to be provided as follows:
  - Recent bacteriological and chemical analysis of the proposed source (see Appendix), and
  - For groundwater: well log, well plate number, pump test, wellhead protection details, GARP Assessment ([https://www2.gov.bc.ca/assets/gov/environment/air-land-water/water/waterquality/how-drinking-water-is-protected-in-bc/garp\\_assessment\\_oct\\_2017.pdf](https://www2.gov.bc.ca/assets/gov/environment/air-land-water/water/waterquality/how-drinking-water-is-protected-in-bc/garp_assessment_oct_2017.pdf))
  - For surface water: details of the intake structure and location plan, a description of the watershed, noting any sources of contamination, flood level, safe yield, hydrological data, etc

## FURTHER INFORMATION

The Ministry of Health - Drinking Water Quality Home Page (information and publication related to the Drinking Water Protection Act and Regulation):

<https://www2.gov.bc.ca/gov/content/environment/air-land-water/water/water-quality/drinking-water-quality>

Ministry of Health - Resources for Water System Operators

<https://www2.gov.bc.ca/gov/content/environment/air-land-water/water/water-quality/drinking-water-quality/resources-for-water-system-operators>

Ministry of Health - Small Water System Guidebook:

[https://www2.gov.bc.ca/assets/gov/environment/air-land-water/water/waterquality/monitoring-water-quality/small\\_water\\_system\\_guidebook\\_-\\_january\\_2017.pdf](https://www2.gov.bc.ca/assets/gov/environment/air-land-water/water/waterquality/monitoring-water-quality/small_water_system_guidebook_-_january_2017.pdf)

Ministry of Health - Drinking Water Officers' Guide:

<https://www2.gov.bc.ca/gov/content/environment/air-land-water/water/water-quality/drinking-water-quality/drinking-water-officers-guide>

Ministry of Health - Guidance Document for Determining Groundwater at Risk of Containing Pathogens (GARP):

[https://www2.gov.bc.ca/assets/gov/environment/air-land-water/water/waterquality/how-drinking-water-is-protected-in-bc/garp\\_assessment\\_oct\\_2017.pdf](https://www2.gov.bc.ca/assets/gov/environment/air-land-water/water/waterquality/how-drinking-water-is-protected-in-bc/garp_assessment_oct_2017.pdf)

BC Ministry of Environment - Design Guidelines for Rural Residential Community Water Systems (design reference document):

[https://www2.gov.bc.ca/assets/gov/environment/air-land-water/water/water-rights/water-utilities/design\\_guidelines\\_rural\\_residential\\_water\\_mar2012.pdf](https://www2.gov.bc.ca/assets/gov/environment/air-land-water/water/water-rights/water-utilities/design_guidelines_rural_residential_water_mar2012.pdf)

Health Canada - Guidelines for Canadian Drinking Water Quality:

<http://www.hc-sc.gc.ca/ewh-semt/pubs/water-eau/index-eng.php>

Thomson Rivers University - Online Help Centre for BC Small Water Systems:

<https://smallwatersystemsbcc.ca/source-assessment-protection-planning>

Laboratories approved by the Provincial Health Officer for bacteriological analysis:

<http://lmlabs.phsa.ca/find-a-lab>

Laboratories approved for full spectrum chemical analysis:

<http://www.vch.ca/Documents/Testing-Your-Well-Water.pdf>

Vancouver Coastal Health - Testing Your Well Water:

<http://www.vch.ca/Documents/Testing-Your-Well-Water.pdf>

# Application for a Water Supply System Construction Permit

Pursuant to Section 7 of the Drinking Water Protection Act

<b>FOR OFFICE USE ONLY</b>	
(CP Number: VCH - - )	
Date Application Received: Date Construction Permit Issued:	
<b>NAME OF WATER SYSTEM:</b> (if existing, name as it appears on Operating Permit) : _____  Owner: (Municipality, Private Owner, for example) _____  Mailing Address: _____ _____  Contact: _____ Telephone: _____ E-mail: _____	
<b>APPLICATION AND DRAWINGS PREPARED BY:</b>  Designer/Engineer on Record: _____  Company Name: _____  Mailing Address: _____ _____  Contact: _____ Telephone: _____ E-mail: _____	
<b>REASON FOR APPLYING</b> <input type="checkbox"/> New Water Supply System <input type="checkbox"/> Replacement/Alteration Work <input type="checkbox"/> System Extension <input type="checkbox"/> New Source (Source evaluation letter needs to be completed prior to construction permit phase)	<b>System within a System:</b> Is the proposed water main extension under the permanent ownership of the water supplier? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>PROPOSED WORKS</b> (water source, treatment works, storage etc., details to be provide in the appendix)  _____ _____ _____	
<b>APPROXIMATE VALUE OF THE PROPOSED WORKS:</b> _____ \$	
<b>LOCATION OF PROPOSED WORKS</b> (with sufficient information for Public Health Engineer to locate the site)  _____ _____	

## APPENDIX

### DISTRIBUTION SYSTEM INFORMATION

For new water main and/or replacement, provide the following design details

Length (m)	Size(mm)	Pressure Rating (Class)	Material

Is the water distribution system looped? If it is not looped, is it part of the overall Looping Conceptual Plan? (must be shown on the Key Plan)	<input type="checkbox"/> Yes <input type="checkbox"/> No ( Specify)
Will the water mains maintain a minimum of 0.45m separation above and clear of sanitary or storm sewers at all crossings? (If no, attach note explaining).	<input type="checkbox"/> Yes <input type="checkbox"/> No ( Specify)
Will the water mains have 3 meter clear separation from storm and sanitary sewers? (If no, attach note explaining).	<input type="checkbox"/> Yes <input type="checkbox"/> No ( Specify)
Do all works not on public right-of-ways have registered easements? (if no, attach note explaining)	<input type="checkbox"/> Yes <input type="checkbox"/> No ( Specify)

### WATER SYSTEM INFORMATION

Choose the total number of connections once the work is completed	<input type="checkbox"/> 14 or less connections <input type="checkbox"/> 15-300 connections <input type="checkbox"/> 301-10,000 connections	<input type="checkbox"/> 10,001 – 20,000 connections <input type="checkbox"/> More than 20,000 connections <input type="checkbox"/> Bulk water hauler
Is this an existing system, is the water on a water notification such as a Boil Water Notice?	<input type="checkbox"/> No	<input type="checkbox"/> Yes (specify)

### NEW WATER SOURCE INFORMATION

Does the application include a new drinking water source? <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No	Name of Source	
	The source is a <input type="checkbox"/> Lake <input type="checkbox"/> Well <input type="checkbox"/> Stream	
If Yes, a written approval from the area Environmental Health Officer will be required	Well Tag Number	
	Water Licence Number	

**Application submitted by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature** \_\_\_\_\_

#### Freedom of Information

The personal information collected is necessary for program operation per Section 26 of the Freedom of Information and Protection of Privacy Act. Information that appears on a permit may be disclosed per Section 22 (4) of the Act.