



**APPLICATION FOR A TEMPORARY WATER CONNECTION/WET TAP  
PERMIT FOR CONSTRUCTION**

Please Submit Completed Form To:

**UBC Energy & Water Services**  
6130 Agronomy Road  
VANCOUVER, BC V6T 1Z3

Tel: 604-822-9445 | Fax: 604-822-8833 | Email: utilities.clerk@ubc.ca

**Section A – Connection Details**

<b>Purpose for Connection:</b>	<b>Connection Type:</b> <input type="checkbox"/> Standpipe* <input type="checkbox"/> Service line <input type="checkbox"/> Other:  <small>*For install, request UBC Tech Guidelines Div. 2 Standard Dwg 1140-UT-10</small>	<b>Size of Service Required:</b>	<b>For Wet Tap**:</b> Proposed service size wet tap: _____  Existing main size: _____ <small>** 48 hrs notice required, contact Head Plumber: 604-822-5986</small>
<b>Project Name and Connection Location:</b>			
<b>When is Connection Needed</b>	<b>Date:</b>	<b>When is Disconnection Needed (approximate OK)</b>	<b>Date:</b>

**Section B – Applicant Information**

<b>Name (please print)</b>	
<b>Organization/Department</b>	
<b>Billing Address</b>	
<b>Office Telephone</b>	
<b>Emergency or Cell Phone</b>	
<b>Fax Number</b>	
<b>Signature</b>	
<b>Date</b>	

<b>6. Fees</b>	Refundable Security Deposit = \$4,000.00 (unless previously paid with Utility Services Agreement)  UBC Energy & Water Services will supply and install 3/4" to max.1 1/2" backflow device along with a 1 1/2" water meter to a standpipe or stub out. If larger hook up is needed, a permanent hook up is required as per mechanical plumbing design. Work Order will be required for any services (i.e. standpipes or service lines) provided by UBC Energy & Water Services.  Work Order #: _____  Water usage rate will be billed monthly as a flat fee: \$180/month for projects with a gross bldg area < 5,000 m2 and \$350/month for those with a gross bldg area > 5,000 m2.
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**THIS SECTION FOR UTILITIES USE ONLY**

Date Received:		By: (initial)	
Date Approved:		By: (initial)	
Date Connected:		By: (initial)	
Util. Agreement Sign-off	<input type="checkbox"/> Yes	<input type="checkbox"/> No	



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- Purpose:** Temporary water connection permits are mandatory in order for the University to meet the requirements of a number of codes and regulations, the most critical being Section 6.4.1.1 of the British Columbia Fire Code and Section 2.6 of the Drinking Water Protection Act.
- Permit Application:** Users fill out the reverse side of this application, sign a Utility Service Agreement, and pay the required refundable damage deposit for a connection permit.
- Authorized Permit:** Once the application is signed by UBC Energy & Water Services and assigned a permit number, this becomes the permit. Users must keep a hardcopy of their authorized permit on site. After your permit has been signed and approved, submit a completed **Utility Service Activation Request** and contact UBC Energy & Water Services Administration at (604) 822-9445 to coordinate connection and disconnection.
- Connection:** UBC Energy & Water Services will supply and install a backflow prevention device and water meter to a 1½" valve on the standpipe or stub out from the service main. The contractor can elect to install the standpipe (request UBC Tech Guidelines Div. 2 Standard Dwg 1140-UT-10) or stub out or have UBC E&W install it. E&W plumbing crew will go to the site to connect and turn on the water. After receiving the request for disconnection of the temporary supply from the contractor, E&W plumbers will go to the site, turn off the water, and disconnect. No cost is required for this type of connection. However, any water services (i.e. standpipes, stub out, or service lines) provided by UBC Energy & Water Services will be at project cost, and a Work Order will be required for this type of connection.
- Frost Protection:** It is the contractor's responsibility to maintain frost protection on all temporary water services.
- Fees: Refundable security deposit: \$4,000.00 (Wet Tap is exempt).** Deposit cheques can be made payable to UBC. Backflow prevention & connection hardware supplied by UBC E&W. Water usage rate is charged as a flat fee of \$180/month for projects with a gross building area < 5,000m<sup>2</sup> and \$350/month for projects with a gross building area > 5,000m<sup>2</sup>. The deposit is for security only and cannot be applied to outstanding bills (see Utility Services Agreement). The deposit is returned only when the Building Turnover Information for Utilities form is completed and submitted, backflow device and water meter is returned, requirements met, and the account is paid in full.
- Applicant to provide a Work Order number for any services provided by UBC Energy & Water Services. Contact UBC Facilities Management (604-822-4116) to set up an account.
- A temporary water connection to a hydrant is permitted only for a maximum of 30 days and is only allowed for demolition/asbestos abatement purposes.
- Users connected without an authorized permit will be subject to double fees.**