

# Application for New Water Service

Prior to applying for a water permit this application form must be completed and submitted to the Windsor Utilities Commission by the individual / company who will be applying for the water permit.

**Note: One Application is required for each water permit.  
One water service permit is required for each meter that is to be installed.**

## Property Information

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

## Meter Application

Number of Meters (If Multi Meter or Multi Unit) \_\_\_\_\_ Size of Meters \_\_\_\_\_ Domestic Flow Rate \_\_\_\_\_ Fire Flow Rate \_\_\_\_\_

## Applicant Information<sup>1</sup>

Applicant Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 Prov. / State: \_\_\_\_\_ Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

## Registered Owner of Property<sup>2</sup> Same as Applicant

Owner Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 Prov. / State: \_\_\_\_\_ Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

## Billing Party Information Same as Applicant Same as Owner

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 Prov. / State: \_\_\_\_\_ Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

## Project Design Responsibility

Name: \_\_\_\_\_ Firm: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Back Flow Prevention Device / Seasonal Service	(To be Completed by Windsor Utilities Commission Personnel)	
Is a Back Flow Prevention Device Required?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is this a Seasonal Service?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

By signing below you acknowledge the information provided is accurate. Any false or inaccurate information will result in the property owner accepting any applicable charges.

Proof of Identification (i.e. photo ID) is required from the applicant prior to the issuance of a water service permit.

**The Billing Party is responsible for all Temporary Construction Charges.**

## Authorization Signatures

Applicant Signature	Date	ID Type & Number
Registered Owner Signature:	Date:	<input type="checkbox"/> Same as Applicant
Billing Party (If Applicable)	Date:	<input type="checkbox"/> Same as Applicant

<sup>1</sup> **Applicant** is the individual who has requested the Water Permit.  
<sup>2</sup> **Owner of Property** is the registered property owner at the time the Water Permit has been requested.

### **Temporary Construction Charges:**

The monthly temporary charge is applicable from the date the initial inspection of the service has been completed. If a water meter has not been installed on the service within 6 months from the date of the initial inspection, the Windsor Utilities Commission reserves the right to disconnect the service to the property until a water meter is installed.

Regular monthly charges will begin from the date meter installation has been completed or verified by an employee of the Windsor Utilities Commission. Regular monthly rates will be charged every month thereafter.

**Note: Once the water meter installation has been verified, all regular charges will be applied to the property and will be forwarded to the Registered Property Owner.**

In the case of a fire service installation, the customer shall inform the Windsor Utilities Commission at the time of completion of the plumbing on the inside of the building. At which time, the Windsor Utilities Commission will inspect and confirm the installation in order to remove the temporary monthly charge.

**For up to date information on Temporary Construction Charges visit our web site at: [www.wuc.on.ca](http://www.wuc.on.ca)**

### **Back Flow Prevention Device:**

The registered property owner is required to adhere to the requirements contained in By-Law #90, Cross Connection Control ByLaw.

If the Windsor Utilities Commission determines a back flow prevention device is required, the Registered Property Owner is responsible to ensure that a certified contractor has installed a device that meets the requirements outlined within By-Law #90.

Refer to the WUC web site for a listing of [WUC Approved Certified Back Flow Testers](#).

Once the installation has been completed, the information regarding the back flow prevention device must be sent to the Windsor Utilities Commission.

**For up to date information on Back Flow Prevention visit our web site at: [www.wuc.on.ca](http://www.wuc.on.ca)**

### **Curb Box:**

Deficiencies of the curb box are the responsibility of the Permit holder.

### **Seasonal Services:**

All Seasonal Services will be shut-off according to a pre-determined schedule beginning November 1. If you would like to request an alternate shut-off date, please contact our Customer Service Center at 519-255-2727 (option 3). Please contact the City Of Windsor at 311 if waste water forgiveness is required.

Personal information contained on this form is collected under section 17 of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to process your application. Questions about this collection may be directed to the Privacy Officer for the Windsor Utilities Commission, 4545 Rhodes Drive, Windsor, ON, (519) 251-7300 ext. 296.
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