

Sanitary Sewer Service Connection/Disconnection Permit

The Sanitary Sewer Service Connection/Disconnection Permit is issued pursuant to “City of Cranbrook Sanitary Sewer Source Control Bylaw No. 4064, 2021”. **Application for this permit must be obtained a minimum of 30 Days prior to the activity commencing.** Please provide all required information including a detailed map with exact measurements relative to parcel lines and ground elevation (for new connections, replacements, and disconnections). Please complete the application and forward together with required attachments (if applicable) to:

**Attention: City Engineer
City of Cranbrook, City Hall
40-10th Avenue South
Cranbrook, BC V1C 2M8
Fax: (250) 426-5670**

Please direct all enquiries to:
Manager of Engineering/City Engineer (250) 489-0237
or email: Engineering.Permits@cranbrook.ca

APPLICANT INFORMATION

Name of Applicant:

Date:

Address:

Name of Company (if applicable):

Contact Phone (must be available during work activity):

Contact Email:

Alternate Contact Person During Work (if different than above):

CONSTRUCTION INFORMATION

- Construction of a new connection from a Sanitary Sewer Service to a building
- Replacement of an existing Sanitary Sewer Service on the Owner's Real Property
- Disconnection of an existing Sanitary Sewer Service on the Owner's Real Property

Personal information contained on this form is collected under the *Local Government Act* and in accordance with the *Freedom of Information and Protection of Privacy Act* and will be used only for the purpose of processing the application. For questions or additional information pertaining to your personal information, contact City Hall at (250) 426-4211.

CONSTRUCTION INFORMATION (continued)

Construction Location (Civic Address(es)):

Contractor:

Date of Construction:

Contractor Address:

Contractor Phone (must be available during work activity):

Contractor Email:

REVIEW

I agree to submit a detailed map with exact measurements within 30 days of construction.

I agree to conform to the specification(s) for construction as specified by the City Engineer.

Note, any construction, parking obstruction, or traffic obstruction on city land requires a Road Occupancy Permit.

I have read, understood, and agreed to the requirements of this permit, including the GENERAL CONDITIONS

Name of Applicant

Signature

Date

OFFICE USE

Access Permit File Number:

XXXX.XX. _____

Date Received:

Received By: _____

Application Fee Paid

Approved (Permit Issued)

Denied (State Reason Below)

Date: _____

City Engineer: _____

Comments: _____

GENERAL CONDITIONS

In consideration of the approval of this permit, the Applicant agrees:

1. All work must comply with the most recent version of the City of Cranbrook's Subdivision and Development Servicing Bylaw and MMCD Platinum Edition Standards, along with other applicable bylaws.
2. Applicant is responsible for locating and marking all utilities and notification and approvals from all applicable utility agencies or private utility owners. This includes BC One Call and City of Cranbrook Utilities.
3. The applicant assumes all responsibility of existing site conditions within the location of proposed works. Any pre-existing conditions may be field verified/recorded by the City's Engineer by request at least 24 hours prior to commencement of works.
4. When concrete or asphalt restoration is required, the City Engineer must be notified 48 hours prior to commencement of work.
5. This permit is not valid until signed by the City of Cranbrook's Engineer. A copy of this permit, including a detailed map of the service with exact measurements relative to parcel lines and ground elevations, and utility locates must be on site at all times.
6. Construction plans must be submitted with this permit, when required.
7. Positive drainage shall be maintained during the course of the work.
8. All utilities shall be protected and supported, to the satisfaction of the utility concerned.
9. All road surfaces and sidewalks shall be kept clear of obstructions and/or debris, to avoid hazard or inconvenience to the public.
10. The Applicant shall not cut, trim or interfere with any trees in the right-of-way without City of Cranbrook approval.
11. All changes and/or deviations from the submitted approved permit shall be subject to re-approval from the City of Cranbrook.
12. Property owners and/or residents shall receive a minimum of 24 hours written notice from the Contractor prior to temporary closing of an access to homes and businesses, or a temporary interruption of any utility.