

Please submit completed application form and applicable supporting documentation to the Chatham-Kent Public Utilities Commission (CK PUC) at [ckpuc@chatham-kent.ca](mailto:ckpuc@chatham-kent.ca).

Type of Permit (Check all that apply)		
<input type="checkbox"/> Water Service Connection	<input type="checkbox"/> Sanitary Service Connection	<input type="checkbox"/> Water Meter

Property Information		
Property Address:		
Roll Number:		
Area/Community/Township:		

Water Connection Information			
<input type="checkbox"/> New Connection	<input type="checkbox"/> Upgrade Existing Connection	<input type="checkbox"/> Not Applicable	
Service Size requested:		Water Meter Size Requested:	
Complete description of work:			
Will your contractor complete the work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
If yes, please fill out the contractor information section below			
Is this a condition of severance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Sanitary Connection Information			
<input type="checkbox"/> New Connection	<input type="checkbox"/> Upgrade Existing Connection	<input type="checkbox"/> Not Applicable	
Service Size requested:			
Complete description of work:			
Will your contractor complete the work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
If yes, please fill out the contractor information section below			
Is this a condition of severance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Property Owner Information	
Property Owner Name:	
Primary Telephone Number:	
Email Address:	
Mailing Address:	

Contractor Information	
Company Name (if applicable)	
Primary Contact Person:	
Primary Telephone Number:	
E-mail Address:	
Mailing Address:	

Important Information
<ul style="list-style-type: none"> <li>• It is understood that all works will be completed at the expense of the applicant.</li> <li>• Issuance of a permit by the CK PUC does not relieve the applicant of the responsibility to comply with relevant Municipal by-laws.</li> <li>• Applying for a permit does not grant the right to begin construction. Work must not commence before a permit has been issued by the CK PUC.</li> <li>• The permit fee must be paid before a permit will be issued. <b>Once you receive your permit number, payment may be made in person at any Municipal Service Centre, or with a credit card by phoning 519-360-1998.</b></li> <li>• Applications may take up to 10 business days for processing. Additional time is required, if a Large Volume User (Business Rate of Flow) Application is also required for the new connection.</li> <li>• The owner/ contractor is responsible for extending the service connection from the property line into the building or home.</li> <li>• A water meter pit is required on all commercial, industrial, institutional, greenhouse, and agricultural properties at the expense of the owner/developer. A water meter pit may be required on residential properties.</li> <li>• The applicant will need to do their own flow testing for determining/verifying the water supply, fire flow supply, and service sizing.</li> <li>• The owner/consultant/contractor responsible for installing, commissioning, and disinfecting new new water mains must follow CK PUC disinfection procedure. This procedure applies to any new service 100mm or greater, new fire line or new water main.</li> </ul>

**Supporting Documentation**

- Servicing Drawing of Proposed Connection(s) (required for all commercial, industrial, institutional, agricultural, greenhouse, multi-residential apartment building and townhouse developments)
- Large Volume User (Business Rate of Flow) Water Application (required on domestic water service connections 50mm diameter and greater)
- Plumbing drawings of building interior (required for all commercial, industrial, institutional, agricultural, greenhouse, multi-residential apartment building, and townhouse developments)

**Declaration of Applicant**

By signing this application, you agree that the proposed work shall be done in accordance with this application and in accordance with the drawings submitted. You acknowledge that you have read and fully understand all terms and conditions of this application. You agree to comply with the appropriate Municipal by-laws, CK PUC standards, and Ontario Building Code requirements.

Applicant's Signature: \_\_\_\_\_

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

**Notice of Collection – CK PUC New Service Connection Application**

Personal information contained on this application is collected by the Municipality of Chatham-Kent under the authority of the Municipal Act, 2001 and will be used by Chatham-Kent Public Utilities Commission Engineering staff for the purpose of verifying ownership information, contacting you, and reviewing your application. Questions regarding the collection and use of this information may be directed to the Municipal Clerk, 315 King Street West, Chatham, ON N7M 5K8, or by telephone at 519.360.1998 or email [ckclerk@chatham-kent.ca](mailto:ckclerk@chatham-kent.ca)