



**Notice to complete Test, Survey and Device Upgrades (By email and mail)**

John Smith

123 Street

Markham, ON

**Facility Address:** 123 Street

**Log-in Account:** [Facility ID: 123 Password: 0000

January 1, 20xx

Markham's Backflow Prevention Program for water supply system has **three requirements:**

- (1) Test all testable backflow devices and submit their "Test" Reports every year.
- (1) Assess all "Cross Connection Controls" in private water systems and submit a "Survey" Report every 5 years.
- (2) Complete all "Device Upgrades" as required by the "Survey" Report and submit a "Device Upgrades" Report.

You (as the property owner) are required to hire a "Qualified Person", at your own expense, to complete the following work and submit related Reports to the City's Online System **by \*\*xxx, 20xx\*\***

**Test:** Your testable backflow devices in City records are listed in the attached. If "Test Due" date was due or will be due by Dec 31, 20xx, complete their Tests. [Note: If other testable devices are found at the facility but not on the List, complete their Tests as well].

**Survey:** Your next Cross Connection Control Survey is due on Dec 31, 20xx. If next Survey is blank, was due or will be due in 2024, complete a new Survey along with the Test work.

**Device Upgrades:** Your last Cross Connection Control Survey was completed on Dec 31, 20xx. If the attached "List of Device Upgrades" required by last Survey is not blank, complete all "Device Upgrades" work (i.e. install, repair or replace backflow devices).

**Notes:**

- (1) If the "Device Upgrade" is for **fire system**, you can install it when your fire system has a major upgrade.
- (2) If the "Device Upgrade" is to install/replace a testable device (i.e. RP, DCVA, PVB or SRPVB), **a Permit is required.**
  - a) The Permit can be obtained from our Building Department's online ePLAN system (see link below).
  - a) The Fees are \$321 for first device and \$107 for each additional device.
  - b) Once the work is completed, call our Building Department to get inspection and close the Permit.

**City's Backflow Prevention Online System:**

- Our Online System is located at the path below.  
[www.markham.ca > Neighbourhood Services > Water & Sewer > Backflow Prevention Online Services](http://www.markham.ca/Neighbourhood%20Services/Water%20&%20Sewer/Backflow%20Prevention%20Online%20Services)  
<https://www.markham.ca/wps/portal/home/neighbourhood-services/water-sewer/backflow-prevention/02-backflow-prevention>
- You can find the List of Qualified Persons currently registered with the City.
- You can log into your facility account and check the required backflow prevention work on a regular basis.

**City's ePLAN System:** <https://eplanportal.markham.ca>

Should you have any questions, please email us at [backflow@markham.ca](mailto:backflow@markham.ca).

Sincerely yours,  
City of Markham – Environmental Services Department





**Attachment:**

**1. List of Test and Repair Flow Devices in City Records [Facility Address: 7061 Yonge St (Facility ID: 13722)]**

MAKE, MODEL, S/N, SIZE, TYPE	LAST TEST	TEST DATE	LOCATION
Wilkins/Z, 975XL, 3678346	25-Nov-2020	25-Nov-2021	Basement Furnice Room

**2. List of Device Upgrades Required by Next Survey [Facility Address: 7061 Yonge St (Facility ID: 13722)]**

**for Sample Office Use Only**