



**DISCONNECTION OF SERVICES FORM**  
**Building Division**  
**Planning & Economic Development Department**  
**City of Hamilton**

71 Main Street West, 3rd Floor  
 Hamilton, ON L8P 4Y5  
 Phone: (905) 546-2720

**LOCATION:** \_\_\_\_\_

**CONTRACTOR'S NAME:** \_\_\_\_\_

**BUSINESS ADDRESS:** \_\_\_\_\_ **TELEPHONE NO.:** \_\_\_\_\_

**DESCRIPTION OF BUILDING:** \_\_\_\_\_

**EMAIL AND/OR FAX NO.:** \_\_\_\_\_

DEPARTMENT	APPROVAL	NAME & SIGNATURE	TITLE & PHONE	DATE
Hamilton Emergency Services -- FIRE Fire Prevention Bureau, <a href="mailto:Fire.Prevention@hamilton.ca">Fire.Prevention@hamilton.ca</a> 55 King William Street - 2nd Floor, Hamilton, ON Phone: (905)546-2424, ext. 1380 Fax: (905) 546-4566	Inspection	Name:  Signature:	Title:  Phone Number:	
Water Service 330 Wentworth St N, Hamilton ON (905) 546-4426 Fax: (905) 546-2627	Service Request #: Okay to reuse Service <input type="checkbox"/> Substandard Service <input type="checkbox"/> Water Turned Off <input type="checkbox"/> Removal of Water Meter <input type="checkbox"/>	Name:  Signature:	Title:  Phone Number:	
Sewer Lateral Reuse Inspection <a href="mailto:gmconstruction@hamilton.ca">gmconstruction@hamilton.ca</a> (Must consult with Growth Management Staff) Construction Development Section, Growth Management Division	OK to re-use service <input type="checkbox"/> Relined <input type="checkbox"/> Replaced <input type="checkbox"/> Abandoned <input type="checkbox"/> N/A <input type="checkbox"/>	Name:  Signature:	Title:  Phone Number:	
Enbridge Gas 550 Consumers Road North York, ON M2J 1P8 Phone: 1-877-362-7434 Email: <a href="mailto:wmexecutionhamidunn@enbridge.com">wmexecutionhamidunn@enbridge.com</a>	Gas (Exterior)	Name:  Signature:	Title:  Phone Number:	
Union Energy/Reliance Home Comfort 830 Harrington Court, Burlington, ON Phone: (905) 681-4145 Email: <a href="mailto:mharper@reliancecomfort.com">mharper@reliancecomfort.com</a>	Equipment Removal	Name:  Signature:	Title:  Phone Number:	
Bell Canada Primary Contact - Email: <a href="mailto:hamdemos@bell.ca">hamdemos@bell.ca</a> Phone: 1-800-789-7723 (Ask for Clearance No.)	Clearance No.	Name:  Signature:	Title:  Phone Number:	
<u>Electricity Provider (Contact your provider only)</u> <b>Hydro One Electrical</b> (Ask for Clearance No.) Phone: 1-888-652-2302 Fax: (519) 426-9934 <b>OR</b> <b>Alectra Utilities</b> (Ask for Clearance No.) Submit a request at <a href="http://alectrautilities.com">alectrautilities.com</a> or Phone: 1-833-ALECTRA (1-833-253-2872)	Clearance No.	Name:  Signature:	Title:  Phone Number:	
Forestry Protection Services Phone: (905) 546-2424, ext. 7375 Fax: (905) 546-4473 <a href="mailto:urbanforest@hamilton.ca">urbanforest@hamilton.ca</a>	Forestry	Name:  Signature:	Title:  Phone Number:	

## Abandoned Water Service Requirements Demolition Regulations

### Steps to Take:

1. Obtain a Demolition Permit
2. Schedule a Water Turn-off appointment with the Water Distribution Customer Service
3. Meet with the Water Distribution Operator on the scheduled date to ensure that the water is turned off and to have a size and type done.
4. Schedule an appointment with Water Distribution Customer Service to meet a Water Meter Technician to have the water meter removed.
5. You have 3 months from the date of Demolition Permit purchase to ensure that the Service Line is Abandoned at the city watermain. The City Water Distribution Operator must witness the abandonment of the service activity.
6. Within 3 months, from the date the Demolition Permit is issued, you must schedule an Abandoned Services Inspection with the City Water Distribution Customer Service.
7. Failure to comply with the By-law regulated procedures will result in additional Service Call Fees (Inspection services after 3 months) and all costs associates with the subsequent removal of services by the City of Hamilton.

### Demolition Regulations

As a holder of a valid Demolition Permit, please be advised that there is applicable legislation pertaining to the abandonment of water services, which your proposed demolition is subject to!!!

As per the Waterworks By-law No. R84-026, as amended, where any premises to be demolished has an existing water service of less than 20mm (3/4") diameter or substandard material (non-copper); the existing service line must be Disconnected and Abandoned at the city watermain at the sole cost of the owner. Further, the by-law establishes that the owner has a 3 month time frame in which to complete the abandonment of water services at the city watermain.

The Water & Wastewater Division reserves the right to Deny Approval of al new replacement or additional water services if the New Service Inspection determines that the pre-existing service line, less than 20mm diameter, was not abandoned at the city watermain.

The Water & Wastewater Division further reserves the right to Invoice and Seek Repayment of all additional costs that are incurred by the City of Hamilton – with respect to the Abandonment of Services at the city watermain – that are directly related to the failure of the Premises Owner to adhere to said legislation.

## Sewer Lateral Service Requirements

For Growth Management to sign off on the Sewer Lateral portion of the Disconnection of Services (DoS) Form; abandonments must be completed (and new services installed to the property line) or demonstration of satisfactory sewer lateral reuse must be completed.

Please note: If the property is currently undergoing a Development Approval with the Planning Division the existing services will be reviewed as part of the active Planning application. If not, please review the property on our GIS system ([Water and Wastewater](#)) to determine existing main line services in the street under 'Sewer Layers'. **If a storm or combined sewer main is available in the roadway, a storm lateral is required to be installed in accordance with Sewer and Drain By-law 23-234.**

To complete one the above options and prior to inspection, issuance of an Excavation Permit (for new installation of services) or payment for Video Inspection must be received. Current Growth Management Fees and Charges are available online: <https://www.hamilton.ca/build-invest-grow/planning-development/planning-policies-guidelines/comprehensive-development>.

### Contractor Options:

- Abandon existing line(s) and install new sanitary/storm lines from the property line to mainline sanitary sewer (and storm sewer, if applicable). To obtain the permit and complete the work, a contractor bonded with the City of Hamilton is required.
  - **Please note:** If you are installing new sanitary and storm line(s), we recommend contacting Hamilton Water and the Building Division to determine if a new water line is also required. If possible, install all infrastructure at once to avoid multiple trips by the bonded contractor.
- Re-use existing sanitary and storm line(s):

To reuse an existing line, it must be demonstrated that it is in good condition. You will be required to excavate at the property line so the inspector can see the size of the pipe.

  - The pipe must be a minimum 5" diameter line which is videoed from the property line to the mainline. If the line is not minimum 5" in diameter it cannot be re-used (6" is the current standard for new installs). A digital copy of the video must be recorded for City records. **Our inspector must be on site when this work is being done.**
  - If it is not PVC, but 5" or more (and determined by our inspector to be in good condition), it will need to be lined and re-videoed in order to reuse. **Our inspector must be on site when this work is being done.**

### Important Considerations:

- For new construction, if your basement depth is not at the same depth as the current building, re-use may not be an option depending on the minimum slope requirements.
- If only a sanitary drain is present and a storm drain is required, it is likely the sanitary drain will be damaged when the new storm drain is installed. It is recommended both new sanitary and storm are installed at the same time.

Please contact [devengapprovals@hamilton.ca](mailto:devengapprovals@hamilton.ca) to initiate your inquiry, make arrangements for payment, obtain updates on your permit, and/or to obtain the current list of bonded contractors with the City of Hamilton.

**A minimum of 48 hours notice is required for our inspectors to be on site, subject to the inspectors' schedule. If our inspector is not on site, the Disconnections of Service form will not be signed. Please email completed/signed Disconnection of Services form to [gmconstruction@hamilton.ca](mailto:gmconstruction@hamilton.ca).**