







## Waterworks Construction Permit Process – Existing Water Systems

The table below outlines the usual steps in modifying mechanical or structural aspects of an existing new water supply system. This applies to water systems that already have an **Operating Permit**. If your water system is new, see the corresponding document for **New Water Systems**.

A **Construction Permit** from Northern Health is required for every structural or mechanical change to an existing water system that may occur over time, but not including routine maintenance. Construction, installation, alteration or extension of any part of a water supply system without a valid CP is an offence under s45 of the Act.

<b>Construction Permit (CP)</b> <i>contact NH Public Health Engineer (PHE)</i>	<b>Operating Permit (OP)</b> <i>contact NH Drinking Water Officer (DWO)</i>
<b>Steps</b> 	
1. IDEA – the owner or NH identifies a need for a change to the existing water supply system.	
2. DESIGNER – the owner may consult with a professional engineering firm or water system design specialist.	
3. DRAWINGS – the owner or designer prepares location map, site plan, and system schematic for the proposed changes.	
4. <b>CONSTRUCTION PERMIT APPLICATION</b> – the owner applies to Northern Health PHE for a permit for construction of waterworks, together with cover letter and all supporting documentation as required per the application form.	 For new source or treatment works, Include a copy of the full source water laboratory analysis report with the CP Application. Contact DWO for parameter list.
5. <b>APPROVAL OF SOURCE</b> – the DWO reviews the source water chemistry and decides whether it is acceptable.	 (This step only applies when a new source is being proposed)
6. CONSTRUCTION PERMIT REVIEW – PHE reviews the application against regulatory requirements and Northern Health policy. Allowing for design modifications, this step usually requires 60 days.	
<b>CONSTRUCTION PERMIT ISSUED – PHE issues construction permit, with conditions.</b>	
7. CONSTRUCTION * – installation of treatment, distribution, and storage facilities as per Construction Permit.	 DWO may optionally inspect the works during construction
8. DISINFECTION – following construction, all new or altered works must be disinfected, lab results from confirmatory samples sent to DWO.	 DWO receives confirmation that the equipment and distribution pipes are free of bacterial contamination
<b>END OF CONSTRUCTION PERMIT PROCESS</b>	 <b>REVISED OPERATING PERMIT ??</b> – DWO reviews, and may revise, operating permit conditions

\* Permits and approvals from other government agencies may be required before construction may begin.

WATER SUPPLIER – the system owner is classified as a water supplier under the *Drinking Water Protection Act*, and provides potable water to users in accordance with the Act and all terms of the Operating Permit.

