



BACKFLOW PREVENTION BULLETIN

**SUBJECT: Approval Procedures for CLTWater-Required
Backflow Preventer Installations**

Updated: March 7, 2016

PRIOR TO INSTALLING A CLTWater-REQUIRED BACKFLOW PREVENTER, THE DESIGNER AND/OR INSTALLER MUST OBTAIN CLTWater APPROVAL OF THE INSTALLATION PLAN (Designer And Installer Must Be Currently Licensed By The Appropriate State Of North Carolina Licensing Board):

1. Complete a CLTWater "Backflow Service Application" (BSA). Be sure to provide all information listed in the form. Failure to do so may delay approval.
2. Submit the BSA, along with any required plan information*, to the Commercial Counter at Building Standards (2145 Suttle Ave., Charlotte, NC 28208-5237).

*Note: some projects may not require drawings for review, but may instead be managed via on-site assistance from a CLTWater Backflow Prevention Construction Inspector. The designer and/or contractor is responsible for contacting CLTWater to determine whether or not submittal of plan drawings is required. ***All locations for CLTWater backflow preventers require CLTWater approval prior to installation.***

3. Plan review is handled via Building Standards' commercial plan review process. All drawing submittals must conform to CLTWater's Backflow Prevention Plan Submittal Requirements list, unless instructed otherwise. Revise and resubmit plan drawings per plan review comments as needed.
4. Wait for CLTWater approval of your BSA and plan before beginning the installation. Approved plan drawings will be stamped by CLTWater as such. Projects managed via site assistance will receive approval notice from the Backflow Prevention Construction Inspector. The designer and/or installer shall be responsible for obtaining approvals required by all other agencies.

INSTALLER MUST OBTAIN FIELD APPROVAL OF THE INSTALLATION FROM A CLTWater BACKFLOW PREVENTION CONSTRUCTION INSPECTOR PRIOR TO PLACING THE WATER SYSTEM IN SERVICE (Certain Exceptions Will Be Allowed for Retrofit Projects at Existing Facilities):

1. Call the Backflow Construction Inspector to resolve any problems encountered in the field. Installing backflow preventers in a location and/or manner other than that specified on the plans approved by CLTWater requires approval from the Inspector. Obtain site assistance by calling 704-391-5188.
2. Obtain approval of the installation(s) by calling 704-391-5188 to request inspection. Inspection service will be provided within three working days from the date of request. ***Approval by the Backflow Inspector is required prior to issuance of the Certificate of Occupancy (CO).***
3. Verify installation approval by contacting the Inspector or by calling 704-391-5188. Correct all deficiencies per Inspector's instructions and obtain reinspection and inspection results as above. ***CLTWater is not responsible for delay of CO issuance when procedures above are not followed.***
4. Prior to placing the water system(s) in service, have the backflow preventer(s) tested ASAP and submit a copy of the test report(s) to CLTWater within 10 days of the Inspector's approval of the installation.

For further information, visit <http://charlottewater.org> or call Backflow Prevention Group at (704) 432-5800.