

**Water By-Law  
Cross-connection and backflow inspection Record Search Request Form**

Subject to *The Freedom of Information and Protection of Privacy Act*, upon payment of the applicable fee, the owner of a property or an agent of the owner is entitled to receive, in respect of a property, account histories and other records which the City has in its possession.

**PART 1: REQUESTOR INFORMATION (AUTHORIZED REPRESENTATIVE)**

Name: \_\_\_\_\_  
Company name: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
\_\_\_\_\_  
Phone no: \_\_\_\_\_ Alternate no.: \_\_\_\_\_  
Email address: \_\_\_\_\_

**PART 2: PROPERTY INFORMATION**

Property address: \_\_\_\_\_  
Roll number: \_\_\_\_\_  
Property owner: \_\_\_\_\_

**PART 3: PROPERTY OWNER CONSENT TO INQUIRY**

The Corporation hereby consents to your providing to the above-mentioned representative full disclosure of all information held by you with respect to the status and particulars of any past or present defaults in respect of the business and affairs of the Property.

This consent constitutes your full authority to disclose the information above requested and no further authority is required from the undersigned for this purpose. If you wish to verify such authority, please contact the representative of the Corporation whose name, position and telephone number is provided below.

A photocopy, PDF or other electronic copy of this authorization shall be as effective as an originally signed authorization.

Name: \_\_\_\_\_  
Position/Title: \_\_\_\_\_  
Company name: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Phone number: \_\_\_\_\_

\_\_\_\_\_  
Property owner signature

\_\_\_\_\_  
Date

**PART 4: RECORD SEARCH TYPE**

**CROSS-CONNECTION AND BACKFLOW INSPECTION** **\$615**

- Identify potential cross connection and backflow situations
- Inspect installation and operation of cross connection and backflow control devices
- Issue a work order to the owner to correct any cross connection or backflow conditions
- Follow up to ensure any deficiencies are corrected
- Notification of compliance with Sections 34 to 36 of the Water By-Law

**CROSS-CONNECTION AND BACKFLOW RECORD SEARCH** **\$153**

- Search our files and database for:
  - o Outstanding work orders under the Water By-law
  - o Records of inspection of premise
  - o Confirmation of annual testing of backflow devices
- Notification of compliance with Sections 34 to 36 of the Water By-Law

**AUTHORIZED REPRESENTATIVE STATEMENT**

I certify that the above information is true.

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Name & Position/Title (please print)

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Property owner signature

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Date

Please provide the following when submitting your request:

- Authorization/Consent form signed by the owner of the property if Part 3 of this form is not filled out.
- Record Search fee made payable to: City of Winnipeg
  - o Cash is accepted in person at 2230 Main Street
- Mail your request to:

ENVIRONMENTAL STANDARDS DIVISION  
BACKFLOW AREA  
CITY OF WINNIPEG  
2230 MAIN STREET  
WINNIPEG MB R2V 4T8