



## CITY OF CAMBRIDGE PLANNING & DEVELOPMENT DEPARTMENT

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### INSTRUCTIONS FOR ANNUAL TESTING OF BACKFLOW PREVENTION DEVICES

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1. Retain a licensed backflow assembly's tester licensed by the City of Cambridge. Please review the current list of licensed contractors.
2. Have **ALL** your backflow devices tested including any devices that may be installed on your sprinkler system. Your facility has been given a test month and your annual testing is due on the first of that month each year.
3. If your devices do not pass, have them repaired or replaced within forty-eight hours. If you replace a device, the test report for the replacement must indicate the serial number of the device that was removed.
4. If you need to install additional devices, a permit and inspection will be required. Permits can be obtained from the Building Division at 50 Dickson Street, 3rd floor.
5. If you remove a device, a test report must be submitted with the serial number of the device and the reason that it was removed.
6. When all testing is complete, please forward a **LEGIBLE** copy of the test reports within fourteen days by **ONE** of the following methods:

Mail to: Planning and Development Department, Building Division, 50 Dickson Street,  
PO Box 669, Cambridge, ON, N1R 5W8

Email to: [olahb@cambridge.ca](mailto:olahb@cambridge.ca) or [mayk@cambridge.ca](mailto:mayk@cambridge.ca)

Fax to: (519) 622-6184 (Attention: Kathy May)

<p><b>Note:</b> It is <b>YOUR</b> responsibility to ensure that this office receives a <b>LEGIBLE</b> copy of the test reports.</p>
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