

BACKFLOW PREVENTION PROGRAM

The following information is to assist you in obtaining proper permits, inspection, and testing of your backflow prevention device:

1. Apply for and obtain a **plumbing permit** (available online or at City Hall) through the Community Development Department at 1924 Council St., **503-992-3229**.
2. Call for locates if needed **1-800-332-2344 or 811**, then install the device.
3. Call for plumbing inspection at **503-992-3206**, from the Building Division. Please have make, model and serial number written down and sealed in plastic inside of vault before the inspection.
4. The Public Works Department is available for plan review and we also provide a free initial installation inspection. **After your device has been installed** call us for a scheduled appointment. The Public Works Department is located at 2551A-23rd Ave., **Branden Thompson, Program Specialist/Cross Connection Specialist, 503-992-3115**.
5. Your device will be included on our annual notification program after it has been inspected and approved by the Public Works and Building Departments.
6. We will then mail you a notification letter requesting an initial installation test to be **performed by a State Certified Backflow Tester**. We will provide a list of approved testers who have the proper state certification for testing devices. The tester will fill out a test form and send it to the Public Works Department verifying your device passed the required test. You should also keep a copy of this test for your own records.
7. Each year the Public Works Department will mail you a notification letter reminding you of the annual backflow test requirement in accordance with local and state regulations.

If you have any further questions please contact the Public Works Department. Thank you for helping maintain a safe drinking water system for our City.

Branden Thompson

PW Program Specialist/Cross-Connection Specialist