



Town of Gilbert Backflow Prevention Department

Revised: 11/15/2016

Re: Procedure change for new backflow assembly installations.

To whom this may concern,

The Town of Gilbert Backflow Prevention Department now requires a Construction Permit Application on: **existing internal and external backflow assembly installations, replacements, retrofits, and damaged or irreparable backflow assemblies only.**

Note: A permit is NOT required for annual testing of an existing backflow assembly.

Excluded from the requirement of a backflow Construction Permit: Stolen backflow replacement assemblies.

Effective January 1, 2011 it will now be a requirement to obtain a **Construction Permit Application** for any backflow assembly installation that falls under the criteria listed above. This permit will be an “over the counter permit”, an application can be obtained at 90 E. Civic Center Drive, Gilbert, Arizona 85296, or at:

<http://www.gilbertaz.gov/home/showdocument?id=9793>

The cost of this permit will be **\$93.00**, and can be paid by cash or check only.

The Backflow Prevention Department has a list of standard details on the Backflow Prevention web page at: <https://www.gilbertaz.gov/departments/development-services/inspection-code-compliance/backflow>

After installation and testing certification of the backflow assembly is complete, please call the Backflow Prevention Department at **480-503-6826**, and schedule a Backflow Inspection.

The Town of Gilbert Backflow Prevention Department will no longer accept backflow test reports on new backflow assemblies that meet the above criteria without a backflow installation permit, and an inspection of the backflow installation.

Call if you have any further questions in regards to this letter.

To assist you with this process a checklist is on the reverse side of this letter.

Thank You,

Town of Gilbert
Backflow Prevention Department
480-503-6826
togbackflow@gilbertaz.gov



TOWN OF GILBERT CUSTOMER CHECKLIST FOR BACKFLOW PREVENTION ASSEMBLY INSTALLATIONS

The customer is responsible for arranging for both the installation and testing of the backflow prevention assembly. The installation is to be performed by a contractor licensed by the Registrar of Contractors office.

The following checklist will assist the customer in the backflow assembly installation process. Permit is required for replacements, retrofits, and damaged or irreparable backflow assemblies only.

1. Obtain the Construction Permit Application.
2. Obtain a copy of the Town of Gilbert standard installation detail pertaining to your project. (Note: Proper standard detail installation is a requirement). This can be obtained at: <https://www.gilbertaz.gov/departments/development-services/inspection-code-compliance/backflow>
3. Obtain the list of recognized backflow assembly testers. (Call for updated list).
4. Bring the completed Backflow Assembly Permit Application to the Town of Gilbert Community Development building, located at 90 E. Civic Center Dr. in order to obtain an installation permit. (Check with your contractor, they may take care of this for you).
5. Complete the installation of the assembly.
6. Have the assembly tested by a Town of Gilbert recognized backflow assembly testing company. The tester will provide the customer and the Department with a copy of the test results.
7. Call for an inspection. The inspector must be provided with a copy of the backflow test result form.
8. A **Failed** inspection: Make any needed corrections noted by the inspector on the inspection correction notice, and recall for inspection.
9. An **Approved** inspection: Project complete.

If you have any questions or need assistance with this matter, please call the Town of Gilbert Backflow Prevention Department at 480-503-6826.