



WINDSOR
UTILITIES
COMMISSION

BY-LAW 94: MAINTENANCE OF PRIVATE FIRE HYDRANT Annual Hydrant Inspection Report

General Information and Instructions to Private Hydrant Owners

General:

Owners of Private Hydrants are required to maintain the hydrants as per Section G of By-Law 94. For further information on By-Law 94, please refer to the website noted below.

<https://enwin.com/by-law-94-a-by-law-to-provide-for-the-construction-maintenance-management-and-control-of-the-water-works-in-the-city-of/>.

Instructions:

1. In accordance with Section G of By-Law 94, “No person shall draw water from a Privately Owned Fire Hydrant except for fire fighting purposes or for Municipal or Commission approved maintenance or operations, without first acquiring a Hydrant Use Permit from the Commission.”

Any person who intends to complete a Hydrant Inspection, or perform maintenance on a Fire Hydrant, shall first obtain a Hydrant Inspection Permit. Persons deemed to satisfy the requirements of a Qualified Inspector, as set forth in the By-Law, shall apply for the permit in person at the Rhodes Drive Operating Center, 4545 Rhodes Drive, Windsor, Ontario, N8W 5T1. One permit shall be issued for each property, with a fee of \$25 per each privately owned hydrant on the property. Please be advised that applicants are required to provide proof of license/certification upon application for the Hydrant Inspection Permit.

2. In accordance with the regulations set forth in By-Law 94, inspection reports shall be prepared annually for each Privately Owned Fire Hydrant by a Qualified Inspector. Please note that a license/certification # or proof of qualification is required to be submitted with each completed inspection report.

3. Property owners are reminded that it is their responsibility to ensure all Privately Owned Fire Hydrants are installed and maintained according to:

- a) The Fire Code;
- b) The Building Code Act; and
- c) The National Fire Protection Act (NFPA) – NFPA 24 – Installation of Private Fire Service Mains and Their Appurtenances.

Please be advised that hydrant maintenance includes, but is not limited to, the owners responsibilities to ensure that appropriate measures are taken to prevent freezing of the hydrants during winter conditions.

4. Every Owner of property on which a Private Fire Hydrant is installed shall ensure that all annual inspection reports for Privately Owned Fire Hydrants are submitted to:

**The Windsor Utilities Commission
4545 Rhodes Drive
P.O. Box 1625, Stn. “A”
Windsor, Ontario
N8W 5T1**

Attention: Water Engineering Department

5. The Water Engineering Department will review the submitted report and if there are deficiencies, will issue a notice to the owner that may support the recommendations contained in the Inspection Report and may also contain additional or alternative requirements deemed by the Water Engineering Department as required under this By-Law. These deficiencies must be corrected by the owner within 30 days of receipt of notification, at the expense of the owner.

6. Questions regarding completion and submission of the Annual Inspection Report should be directed to the Windsor Utilities Commission as per the above mailing address, or telephone number 519-255-2727.