

City of St. John's Corporate and Operational Policy Manual

Policy Title: Replacement of Water and Sewer Service Lines During Residential Property Redevelopment	Policy #: 08-04-17
Last Revision Date: N/A	Policy Section: Public Works > Water and Sewer
Policy Sponsor: Deputy City Manager, Public Works	

1. Policy Statement

The purpose of this policy is to provide direction to Employees and Applicants related to replacement of Water and Sewer Service Lines for residential property redevelopment.

2. Definitions

“Applicant” means the Owner or their authorized representative.

“Dwelling” shall have the same meaning as defined by the City of St. John's Act, that is “a house or building, or portion of a house or building, which is occupied in whole or in part, as the home, residence, or sleeping place of one or more persons.”

“Employee” means any person employed by the City of St. John's as a permanent, term, part-time, casual, contract, seasonal, temporary, or student worker.

“Owner” shall have the same meaning as defined in the St. John's Building By-Law, that is, “the owner as recorded on the tax roll of the City of St. John's”.

“Water Service Line” means an underground pipe that carries water from the Dwelling to the City’s water mains.

“Sewer Service Line” means an underground pipe that carries wastewater from the Dwelling to City’s sewer main.

“Substantial Renovation” means a renovation where all or substantially all of the interior of a building, with the exception of certain structural components (that is, the foundation, external walls, interior supporting walls, roof, floors, and staircases), has been removed or replaced, in the sole opinion of the City.

3. Policy Requirements

3.1 Replacement of Service Lines

- a) When an Applicant applies for a Building Permit and/or Plumbing Permit for a residential property that includes (i) a Substantial Renovation (as defined in Section 2), or (ii) renovations/additions that will increase the plumbing fixture units beyond 21 on a 12mm diameter Water Service Line, the following conditions apply:
 - i. the material, size, and/or condition of the existing Water Service Lines and/or existing Sewer Service Line shall conform to the requirements of the latest version of the [City Construction Specifications Book](#) and/or the [National Plumbing Code of Canada](#) and;
 - ii. If the existing Water Service Lines or existing Sewer Service Lines do not conform as outlined above, the Water Service Line and/or Sewer Service Line shall be replaced to the satisfaction of the City.
- b) The City shall perform an inspection of the existing Service Lines to determine if the circumstances in (a) above apply.

- c) The City shall not issue final approvals until the Water Service Lines and Sewer Service Lines are inspected by the City and conform to the latest version of the [City Construction Specifications Book](#) and/or the [National Plumbing Code of Canada](#).

4. Application

This policy applies to the replacement of Water Service Lines and Sewer Service Lines for residential property redevelopment.

5. Responsibilities

5.1 Department of Public Works (PW) Employees shall be responsible for:

- a) implementing this policy and any associated procedures; and
- b) documenting all appropriate approvals prior to conducting any work.

5.2 Department of Planning, Engineering and Regulatory Services (PERS) Employees shall be responsible for:

- a) determining whether a renovation meets the criteria for “Substantial Renovation”;
- b) determining the number of plumbing fixture units in a Dwelling; and
- c) enforcing the requirements as noted above.

5.3 PW and PERS managers who supervise staff shall be responsible for, in addition to the duties in Section 5.1 and/or 5.2:

- a) overseeing the documentation of all appropriate approvals prior to conducting any work; and
- b) monitoring and reviewing policy compliance.

5.4 All Members of Council and all Employees shall be responsible for:

- a) directing inquiries from the public to the appropriate department.

5.5 The Deputy City Managers of PW and PERS shall be responsible for:

- a) communicating this policy and related procedures to all applicable Employees in their departments; and
- b) directing that their departments comply with this policy and/or associated procedures.

5.6 Applicants shall be responsible for:

- a) complying with all requirements, as directed by the City.

6. References

- [City Construction Specifications Book](#)
- [National Plumbing Code of Canada](#)
- [St. John's Building By-Law](#)

7. Approval

- Policy Sponsor: Deputy City Manager, Public Works
- Policy Writer: Policy Analyst; Manager, Infrastructure
- Date of Approval from
 - Corporate Policy Committee: February 15, 2022
 - Senior Executive Committee: April 1, 2022
 - Committee of the Whole: April 6, 2022
- Date of Approval from Council: April 18, 2022

8. Monitoring and Contravention

- a) The Department of Public Works shall monitor the application of this policy.
- b) Any contravention of this policy and/or associated procedures shall be reported to the Department of Planning, Engineering, and Regulatory Services; Department of Public Works; Department of Finance and Administration (Human Resources Division); the Office of the City Solicitor; and/or the City Manager for further investigation and appropriate action, which may include, but is not limited to legal action and discipline, including dismissal.
- c) Applicants or Owners that do not comply with the policy may be refused final approvals by the City for the current construction and/or development and may be subject to prosecution for violation of applicable by-laws or regulations.

9. Review Date

Every 5 years