**BPA TESTING INFORMATION**

You must be an approved tester by the Town and BSI online system to submit any BPA test reports. If you are not an approved tester, then any test(s) performed in the Town are null and void.

Access the BSI online system at [http://www.bsionlinetracking.com](http://www.bsionlinetracking.com) to submit the test report(s).

You have 10 business days from the meter set date to test and submit the results to the BSI online system. After 10 business days, the test(s) are considered late and in violation of the Town’s Cross-Connection Control Ordinance (Sec. 12-162). The irrigation meter will be locked until a re-inspection fee is paid, the BPA is tested, and the results are received.

The Town must have confirmation of the test(s) prior to final inspection and customer operation.

All irrigation consumers/owners shall have an annual backflow test performed during the irrigation season and submitted to the BSI online system.

**DEPARTMENT CONTACTS**

**BPA / METER TAP / METER INSTALLATION QUESTIONS**
Jessica Sloan, Water Resources Water & Sewer Operations Division
(919) 372-7478
jessica.sloan@apexnc.org

**PERMIT & INSPECTION QUESTIONS**
Building Inspections & Permitting Department
73 Hunter Street, 1st Floor
(919) 249-3418
Schedule inspections via on-line service request form located at:
[http://www.apexnc.org/inspectionrequest](http://www.apexnc.org/inspectionrequest)

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**TOWN OF APEX IRRIGATION PERMIT PROCESS**

6 STEPS AWAY FROM LUSH GREEN GRASS
FREQUENTLY ASKED QUESTIONS

Q: Do I need a permit to install lawn sprinklers?
A: Yes, a permit is required for the installation of lawn sprinkler systems and yard hydrants. See Step 1 for information on obtaining an Irrigation Permit.

Q: Will the Town install the Meter Tap?
A: Yes, for a fee (see Adopted Fee Schedule on the web) on the condition the Irrigation Permit is issued to an existing single-family residential water customer. Meter tap installation by the Town does not apply to new residential construction. If the plumbing permit for the irrigation system/non-sewer meter is issued to the building contractor, the building contractor is responsible for hiring a licensed utility contractor to install the meter tap.

Q: Why do I need to install a backflow prevention assembly (BPA) and which BPA is approved for installation?
A: The BPA prevents contaminants from entering the public water system, keeping our drinking water safe.

BPA installed must be per the USC Manual and Town of Apex Cross Connection Control Ordinance. Approved lead free BPA can be found at http://fccchr.usc.edu/list.html.

Q: Where can I install the lead-free reduced pressure principal zone backflow preventer assembly?
A: The BPA must be installed at the origin of the lawn sprinkler system between the water meter and the first sprinkler head (or yard hydrant). See Apex Code of Ordinances Sec 12-161.

Q: Is there an irrigation schedule?
A: Yes, Town of Apex water customers are allowed to use irrigation systems 3 days a week. Customers who have odd-numbered addresses may water lawns and landscapes anytime on Tuesday, Thursday and Saturday. Even-numbered addresses may water anytime on Wednesday, Friday and Sunday. Lawn irrigation is not allowed on Mondays.

6 STEPS TO INSTALLATION & OPERATION OF YOUR IRRIGATION SYSTEM

1. Complete and submit the Irrigation Permit Application
   The permit application can be found on the Inspections & Permitting Department webpage. Submit the application, plot plan, and associated fees (due at the time of application) to Inspections & Permitting Department at 73 Hunter Street.

   Associated Fees: Water Capital Reimbursement, Water Meter, Meter Tap Installation (if applicable), and Single Trade Inspection (see Adopted Fee Schedule for prices).

   If you are existing water customer and elect to have the Town install the meter tap proceed to step 2. All other customers proceed to step 3.

2. Schedule meter tap installation
   Complete the online service request form found at: www.apexnc.org/MeterTap to schedule the meter tap installation within 7 business days of the requested date.

3. Schedule the rough-in & backflow preventer inspections
   Inspection requests must now be submitted online (www.apexnc.org/inspectionrequest). The cut-off time for next day inspections is 2 p.m. These inspections can be submitted simultaneously.

   The Plumbing Code installation requirements and the Town of Apex Standard Specifications and Detail(s) under Section 620 must be met for rough-in approval (see Installation Requirements for Irrigation Systems & Yard Hydrants www.apexnc.org/irrigationinstallation).

   There is no charge for the backflow preventer inspection. This inspection is required to verify the BPA meets the requirements outlined in the Town’s Standard Specifications and Details manual. If the installation does not meet these standards, the contractor responsible for acquiring the plumbing permit will be notified of the inspection results. Note the water meter will not be installed until these inspections have been performed and passed.

4. Schedule the water meter installation
   Complete the online service request form found at www.apexnc.org/watermeterinstall to schedule the installation of the water meter within 7 business days of the requested date. See Water Meter Installation Process (www.apexnc.org/watermeterinstallprocess) for more information.

5. Conduct a backflow prevention assembly test
   The backflow prevention assembly test must be conducted by a certified tester and submitted through the BSI Online System within 10 business days of the meter set date by a certified tester approved by the Town and BSI Online System. The Town must have confirmation of the test(s) before the final inspection is scheduled.

6. Schedule the final inspection
   The concrete slab, water meter, ASSE 1060 hot box, BPA cover, and rain sensor (1/4” or less setting) must be installed, tested, and ready for inspection.