



Device Installation and Inspection Procedure

To install, operate and maintain a proper backflow prevention device, follow the steps below:

1. First, you must hire a Professional Engineer (PE) or Registered Architect (RA) to prepare two sets of backflow prevention plans for your property. These must be submitted with two [application forms](#) to DEP's Cross Connection Control Unit for approval. If approved, DEP will notify you via mail and return a copy of the plans to your PE or RA.
2. The backflow prevention device must then be installed in accordance with the DEP-approved plans. Installation must comply with NYC Department of Buildings regulations and requirements.
3. Once installed, the device must be tested by a New York State Certified Backflow Prevention Device Tester. For a list of State Certified Testers, contact the State Department of Health at (800) 458-1158 ext. 27650.
4. Once testing is completed, a [test report](#) must be filed immediately with DEP (within 30 days of device installation). In the event of an improper installation, DEP will notify you or your PE/RA. The device will need to be fixed and then resubmitted for inspection and certification.
5. Your backflow prevention device must be properly maintained, and will be subject to annual testing and inspection by a certified tester.

If you believe your property is exempt from backflow prevention requirements, you must hire a PE, or a RA to submit a formal exemption request. These requests must be made according to DEP's [exemption guide](#), which is also available by mail through 311.

All relevant application, test reporting and exemption forms are also available by mail via 311.