

**Application for Utility Services**  
(Water, Wastewater (sewer) & Gas)  
(fillable form to be sent to [finance@sunpeaksmunicipality.ca](mailto:finance@sunpeaksmunicipality.ca))



Date of Application:	Office use only	
<b>Sun Peaks Property Lot / Address</b>		
<b>Property Sale Information</b>		
Info provided by:	<input type="checkbox"/> Seller <input type="checkbox"/> Purchaser	
	<input type="checkbox"/> Lawyer for Seller <input type="checkbox"/> Lawyer for Purchaser	
	Closing Date: dd-mmm-yy	
Contact Phone #:	Possession Date: (if different) dd-mmm-yy	
<b>New Owner's Information</b>		
Owner's (legal) Name		
Owner's Mailing address (invoice)		
Owner's Contact Phone #		<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell
Owner's Contact Alternative #		<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell
Owner's Emergency Contact Name & #		
Owner's E-mail address - <b>required for billing</b>		
Do you authorize use of your email address for Municipal Communications: <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Expected use of Property</b> <i>(Required information)</i>	<input type="checkbox"/> Residential (Personal Use Only or long term/monthly rental) <input type="checkbox"/> Residential (nightly rental) – Note if have <input type="checkbox"/> TUP or <input type="checkbox"/> T1A Zoning <input type="checkbox"/> Suite Info _____ number of Suites in house – <b>Required Info</b> <input type="checkbox"/> Commercial <input type="checkbox"/> Other (specify) _____	
Rental Property Manager (if applicable)		
<b>Additional Notes:</b>		
<b>Office Use Only</b>	<b>Date</b> (Set up in billing system)	
Contacted via <input type="checkbox"/> Tel <input type="checkbox"/> E-mail <input type="checkbox"/> In person	New construction involved – See <b>Customer Service Inspection Form</b>	
<b>Application taken by:</b>	New account number assigned	
<b>Billing Services Set up</b> <input type="checkbox"/> Gas <input type="checkbox"/> C Tax <input type="checkbox"/> ICE <input type="checkbox"/> Water <input type="checkbox"/> Suite <input type="checkbox"/> Sewer	Additional Notes:	

The applicable Bylaws &/or Tariffs (Rates, Terms and Conditions) covering the services offered by Sun Peaks Mountain Resort Municipality are subject to change from time to time as approved by the appropriate regulators. Copies of the Bylaws & Tariffs are available at the Municipality's Offices for review.

Rev: AUGUST 2025

**Sun Peaks Mountain Resort Municipality**  
106 – 3270 Village Way, Sun Peaks, British Columbia, V0E 5N0  
Telephone: 250-578-2020 – Facsimile: 250-578-2023

Web Site: [www.sunpeaksmunicipality.ca](http://www.sunpeaksmunicipality.ca) & [www.sunpeaksutilities.com](http://www.sunpeaksutilities.com) General email [info@sunpeaksutilities.com](mailto:info@sunpeaksutilities.com)

## Overview of Service Connection & Usage Fees Schedule as of January 1, 2025

The following is a general guideline for Sun Peaks' List of Service Fees and are based on current posted rates and tariffs. Please note that the rates, terms & conditions for service are subject to change from time to time. For more detailed information, please contact the Municipal Office at 250-578-2020 or visit the Municipal office at 106 – 3270 Village Way, Sun Peaks, BC, V0E 5N0.

**Please note that all utility services must be applied for and approved prior to any connections being performed.**

		Account Activation and Connection Fee Schedule <sup>1</sup>	Monthly Rates
<b>Inspections</b>	Pre-construction Meeting	No charge for initial meeting	N/A
	Underground utilities location services	Please contact BC One Call by going to <a href="http://www.bc1c.ca">www.bc1c.ca</a> (24 hrs per day) or calling 800-474-6886 (3 workdays' notice req'd)	No charge to caller for maps. Please arrange to have a on-site location company mark out you utilities to avoid any damages.
<b>Water</b> (metered) (rates effective JAN 1, 2025)	Temporary Fire Hydrant use	Unmetered Rate - \$1,500.00 /day Metered Rate - \$1,000 /day for 1 <sup>st</sup> –5 days plus usage at \$2.66/cu meter	N/A
	Vacant Lot (undeveloped properties only)	N/A <i>SFEU=Single Family Equivalent Unit</i>	\$663.23/year (single family) \$110.54/bed unit/year (multi)
	Residential, Lodging & Commercial (see Tariff for details)	Administration Fee .....\$25.00 Inspection Fee .....\$50.00 Connection Fee <sup>3</sup> for a single-family home .....\$300.00 for a multi-family or others ... \$50.00 per bed unit ( <i>for all others</i> )	<b>Basic Monthly Charge</b> of \$36.48 per SFEU <sup>2</sup> or \$33.18 per Single Family Main Dwelling & \$18.24 per Suite <b>Plus Monthly Usage<sup>3</sup></b> @ Tier 1–\$3.54/m <sup>3</sup> up to 21 m <sup>3</sup> water used. Tier 2–\$4.61/m <sup>3</sup> from 22 to 27 m <sup>3</sup> & Tier 3–\$6.01/m <sup>3</sup> 27 m <sup>3</sup> + <b>Min. Base Charge(half rate of Tier 1 Fee): will be charged when usage is below half of Tier 1 usage</b>
<b>Wastewater</b> (Sewer) (rates effective JAN 1, 2025)	Residential, Lodging & Commercial	Administration Fee .....\$25.00 Turn On Fee .....\$50.00 Connection fee <sup>4</sup> for a single-family home .....\$300.00 for a multi-family or others ... \$50.00 per bed unit ( <i>for all others</i> )	<b>Basic Monthly Charge</b> of \$25.98 per SFEU <sup>2</sup> or \$25.98 per Single Family Main Dwelling & \$13.01per Suite <b>Plus Monthly Usage<sup>3</sup></b> @ Tier 1–\$4.28/m <sup>3</sup> up to 21 m <sup>3</sup> water used. Tier 2–\$5.57/m <sup>3</sup> from 22 to 27 m <sup>3</sup> & Tier 3–\$7.24/m <sup>3</sup> 27 m <sup>3</sup> + <b>Min. Base Charge(half rate of Tier 1 Fee): will be charged when usage is below half of Tier 1 usage</b>
	Vacant Lot (undeveloped properties only)	N/A	\$455.87/year (single family) \$75.98/bed unit/year (multi)
<b>Gas</b> (rates effective SEPT 1, 2023)	Residential & Multi-Family <i>Please contact the office for multi-meter quote</i>	New Account Fee \$85.00 Single Service Line Tie In & Single Meter Set is \$2,508.00	Basic Charge: \$18/month Delivery: \$3.4292/gigajoule Commodity: \$17.08/gigajoule
	Small Commercial	Account Activation Fee \$85.00 Quoted individually, depending gas supply demand	Basic Charge: \$30/month Delivery: \$3.4292/gigajoule Commodity: \$17.08/gigajoule
	Large Commercial	Account Activation Fee \$85.00 Quoted individually, depending gas supply demand	Basic Charge: \$120/month Delivery: \$4.0378/gigajoule Commodity: \$17.08/gigajoule
<b>Backflow Prevention Report</b>	Required prior to receiving a Utilities' Final Inspection Certificate or annually.	No charge for Assessment. \$25.00 per device tested and report filed. Charged annually. <sup>5</sup>	No charge for Assessment. \$25.00 per device tested and report filed. Charged annually. <sup>5</sup>

<sup>1</sup> All prices quoted are subject to change and applicable taxes. Please note that the bylaws covering rates, terms & conditions for service are subject to change from time to time and will be considered to override any information or prices quoted in this document.

<sup>2</sup> SFEU = Single Family Equivalent Unit to equate to 6 Bed Units, each bed unit equivalent is 25 square meters

<sup>3</sup> Tier Rates usage is calculated based on a single family or SFEU using no more than 21 cubic meters of water per month.

<sup>4</sup> Connection fees collected at the time of building permit and will be used to provide funding for replacement reserves for the water and wastewater systems and would be in addition to Development Cost Charges that may also be applicable.

<sup>5</sup> Residential units may only require filing an annual Backflow Prevention Report if the property is connected to an irrigation or non-potable in-floor heating system. Other non-potable devices may also require a back flow prevention device.

## Overview of Utility Approvals and Inspections Required

The following is an overview for Sun Peaks Utilities' requirements. Please note that rates, terms and conditions for service are subject to change from time to time. For more specific information, please contact the Utilities Offices at 250-578-2020. Remember that we require a **minimum of 3 working days' notice** prior to scheduling any site meeting. *Inspections required with less than 2 working days' notice may be subject to an inspection charge.*

1. **Utility Services Plan Approval:** As part of the plan approval process, the location of service connections, protection, meter set installations and remote reading devices needs to be approved by the Utility prior to a building permit being issued. The Utility will provide a letter confirming all conditions of the various Conditions of Services in the Municipality's Bylaws have been met. A copy of the approval will be provided to the Municipality's building department as well as note the approval on the building plan.
2. **Pre-Site Meeting:** Prior to the start of any site clearing or site excavation Please arrange for a pre-construction meeting. This is to ensure that all utility services are marked and any deficiencies identified. *A pre-site meeting with the Sun Peaks Resort LLP is required* to review the Environmental Responsibilities with the site contractor as required under Sun Peaks Mountain Resort Municipality Bylaws. Sun Peaks Municipality's Utility Staff should also attend to identify services.
3. **Services Site Inspection:** Inspections for water, sewer and gas connections must be completed by Sun Peaks Municipality's field staff prior to any back filling. Water must not be turned on at the Curb Stop prior to the inspection being performed and approved.
4. **Plumbing Fixture Final Inspection:** A final inspection will be required to ensure compliance with ultra-low water use fixture requirements. **NOTE:** all toilets installed MUST flush 3.0/6.0 liter dual flush or 4.0-liter single flush or less **AND** must meet or exceed 600 grams per flush as confirmed via MaP testing criteria. A list of approved toilets can be found at <http://www.map-testing.com>. Click on the link "MaP Testing" button under "Toilet Search" for the most current test results.
- 5) **Other Points to Note:**
  - a) **Use of Fire Hydrants for Construction or Compaction:** Should you need use of water from a fire hydrant during construction, **ADVANCE ARRANGEMENTS must be made** with the Municipal Office. Municipal Utilities Field staff will connect a backflow preventor, a low flow gate valve and hydrant water meter then turn on the hydrant. You must provide the fire hose sized to 1 ½". The fire hydrant must always be protected at all times, from damage and cold temperatures. Depending on the status of conservation measures, access may be denied. Please remember water is a scarce commodity; please help us conserve this valuable resource.  
NEW - Daily Charge for Metered Hydrant Use for Non-fire Suppression Activities is \$1,000 per day plus usage and backflow equipment rental.
  - b) **Construction Access:** During the construction process, it is your responsibility to keep all public roads clear and accessible. If it is necessary to close the road temporarily due to heavy equipment requirements or other reasons, please coordinate this with both Sun Peaks Municipality and the Department of Highways.
  - c) **Construction Site:** Please ensure that all materials are stored safely on your site. Please make sure your sub-contractors do not use the adjacent properties for storage of your materials without proper authorization. You must also control all material run off from the site in line with MoE standards.
  - d) **Damages:** Please note that you are responsible for any damages and repairs to existing utilities and road ways as well as any damages caused to adjacent properties. This includes any damages caused by your contractor or sub-contractors or employees. Should any damages occur, it is your responsibility to inform Sun Peaks Municipality and the relevant party as soon as possible. If the Utility finds damage at a later date, the property owner will be billed for repairs.

We look forward to working with you and providing any assistance required. Should you have any further questions, comments or wish to arrange a meeting or inspection, please contact us during office hours Monday to Friday, 8:30 am to 4:00 pm at 250-578-2020. The field technicians can also be reached after hours, for emergencies only at 250-319-0629 or dial 9-1-1.