



## BUILDING CODES DIVISION

100 East Santa Fe Street Olathe, KS 66061 / Main: (913) 971-6200

Customer Permit Portal: [www.olatheks.gov/permit](http://www.olatheks.gov/permit)

### CROSS CONNECTION/BACKFLOW DEVICE PERMIT PROCEDURE

#### Step One - How to Apply for a Cross Connection/Backflow Device Permit:

- Submit a Cross Connection Permit Application Online for the device(s) to be installed.
  - Permit fees are required when the application is submitted.
  - Backflow device to be installed by Johnson County approved plumber.
  - Removal of backflow devices require a Plumbing Alteration permit.

*Apply via our online permitting process by visiting*  
<https://www.olatheks.gov/permit>

#### Step Two - Initial Test, Inspection and Permit Completion:

- Install the proper backflow device and test. For a list of backflow devices, requirements, and other pertinent information, refer to the 2018 ICC International Residential Code, Section P2902 and 2018 ICC International Plumbing Code, Section 608. "Protection of Potable Water Supply".
- For **City of Olathe water cross connections**, visit [\[http://www.trackmybackflow.com\]](http://www.trackmybackflow.com) and upload test results – If not previously registered, "New Tester/Auditor Registration" will be required.
- For **WaterOne water cross connections**, visit:  
[\[https://www.waterone.org/183/Commercial-Backflow-Requirements-Cross-C \]](https://www.waterone.org/183/Commercial-Backflow-Requirements-Cross-C)  
Download the test report form and email the completed test form to [DWQ@waterone.org](mailto:DWQ@waterone.org) and [BXpermits@olatheks.org](mailto:BXpermits@olatheks.org)
- Schedule a city inspection by visiting <https://www.olatheks.gov/permit>. Permits will remain in active status until inspections are completed. Active permits are subject to expiration and additional fees after 180 days.
- The combination of an approved test result uploaded to the appropriate water service provider AND an approved inspection by a City inspector are required to complete the permit process.

*A Certificate of Occupancy will not be issued for a property or project until the associated Cross Connection permit(s) are complete.*

For questions on permits or City inspections, visit <http://www.olatheks.gov> or contact:  
**Building Codes Division 913-971-6200.**

For questions on new water service: visit <http://www.olatheks.gov>

For questions on annual testing contact:  
**Aqua Backflow 847-742-2296 for City of Olathe Water Service**  
**WaterOne 913-895-1800 for WaterOne Water Service**

#### Step Three - Annual Testing/Reporting:

- Annual tests may be required for the cross connect device. Each year, the property owner will receive an automatic reminder from <http://trackmybackflow.com> to the primary email contact for updated results.