

Kitchener Utilities Additional Dwelling Unit (ADU) Guide

Water and Gas Services

Water Services

Minimum water service size should be 25mm (1"). Kitchener Utilities does not have information on the private side, but the municipal service size is available by contacting Kitchener Utilities at 519-741-2529 or utilities.dispatch@kitchener.ca

Water Meters

Water consumption may be metered separately, the following are three alternatives:

Dual City Meters

Existing water service can be split after the service box, on private property. Each unit requires an individual service box, and meters may be within each unit. The owner is responsible to maintain the service boxes and service mains on private property, not the City of Kitchener. The City of Kitchener will only access the private service box if the water account is in arrears. Acceptable service boxes are outlined in the Material Specifications section of the Region of Waterloo and Area Municipalities Design Guidelines and Supplemental Specifications for Municipal Services.

City Meter Room

A meter room holding both meters with access from either outside the building or in a common area. No tenants should have access to the meter room. The City of Kitchener will not go through a unit to access the meter room. The City is to be supplied with keys for meter reading and service access.

City Meter installed with Private Meter

Owner may install a private meter to complete internal billing, however the City of Kitchener will only bill based on the City owned meter (total water consumption). The owner is responsible to maintain/operate/replace the private meter and respond to any meter disputes related to private metering.

Remotes

The outside touch pad must be installed within 3 meters of the gas meter and attached to the wall. Kitchener Utilities will provide metal tags along with the unit number stamps for multi-meters.

Contact the City of Kitchener's Utilities Water Meter Shop at 519-783-8885 or email watermetershop@kitchener.ca to request meters, obtain drawings, arrange for meter inspections or for further clarification to discuss the above options. The proper unit numbers must be provided at the time that the meter request is made and match the labelling on the metal tags.

Gas Services

Typically, a ½" gas service is sufficient for 2 units, and more than 2 units would require a 1" or larger service. Proponents must contact Kitchener Utilities at 519-741-2529 to communicate anticipated load and the Engineer will determine appropriate service size. One gas service line, with one gas riser and one multi-meter location is allowed per property. For more detail see the Conditions of Service available at www.kitchenerutilities.ca.

Gas Meters

If a second (or additional) meters are required, customer is to complete the request form on-line at [Multi-Meter Manifold Request Application](#). Please ensure that all appliance information including total gas load of the appliance is provided on the application form, incomplete forms will be sent back and not processed until they are received in full. If additional clarification is required during the application process, please contact Kitchener Utilities at 519-783-8728.

There will be a cost associated with building the meter set (as per the current approved City of Kitchener User Fee Schedule); in addition to the cost of the meter.

Based on the increased gas load of the appliances, if it is determined that the regulator does not meet current regulatory requirements for clearance to building openings (e.g., windows, doors, hrv intake, etc.), and a special low clearance regulator is required, there will be a cost associated with this regulator. Before a meter can be provided, a TSSA certified gas technician tag is required on each gas line. In addition, as per code the gas lines must be identified with a permanent tag of the corresponding unit number (stickers/markers are not considered permanent (see below):

Example of permanent tags to identify units:



Prior to requesting a gas meter, ensure that the proper unit numbers are provided in-line with City of Kitchener requirements with a drawing provided similar to below; email addressing@kitchener.ca. The City of Kitchener does not allow A,B,C or D for unit numbering in residential properties.

Example Drawing:



Upper unit _____

Main floor – always unit number 1

Basement unit _____

Is this a Rear Yard ADU (Yes or No)? _____



Is this a side Yard ADU (Yes or No)? _____