



City of Willits

Sewer Lateral

Inspection Program

Effective July 1, 2018



CITY OF WILLITS

111 East Commercial Street, Willits, CA 95490

(707) 459-4601 • Fax: (707) 459-1562 • www.cityofwillits.org

July 26, 2018

Dear Resident and Home Owner,

The City of Willits adopted a City Ordinance in the spring of 2018 that requires sewer lateral inspections upon the change of ownership of a property. The information below summarizes the requirements.

What: The sewer lateral inspection identifies whether a sewer lateral is in good working condition and that the required backflow device and sewer clean-out are properly installed at your home.

When: Your sewer lateral needs to be inspected before a transfer of ownership can occur per City Ordinance.

Who: The City maintains a list of qualified inspectors in the area who can do the inspection work. A list of the current inspectors is below*.

How:

- 1) Fill out an inspection **application** form and pay the inspection **fee**. Applications can be picked-up at Willits City Hall or emailed to you upon request (sherman@cityofwillits.org) or may be provided to you by your Realtor. The \$25* inspection fee should be paid directly to the City at City Hall.
- 2) Contact a licensed plumber or licensed general contractor from the City's approved list and **arrange for the inspection**.
- 3) Coordinate your inspection with the City's Utilities Superintendent, Scott Herman, (707) 459-7129 and your plumber or contractor. The **City's Superintendent or his designee must be present during the inspection**.

Passing Inspection: City staff will be at the inspection and tell you if your sewer lateral is in good condition and if you have the required backflow device and clean-out in-place. If the sewer lateral does not meet those requirements you will have to correct the issue and have your lateral re-inspected. If you need financial assistance to pay for repairs or the required devices the City has a loan program to help you. Please call the Savings Bank of Mendocino County loan department for more information.

Certification: Once your sewer lateral passes inspection you will receive a copy of certification from the City stating that your sewer is in good condition. This should be passed along to the new home owner.

List of Qualified Sewer Lateral Inspectors for the City of Willits

Affordable Plumbing (707) 456-0996

Benjamin Franklin Plumbing (707) 459-1260

Robinson Plumbing (707) 459-3212

Roto Rooter (707) 459-5949

Tom Wake Plumbing (707) 391-4343

Updated 4/03/2019

To be a qualified sewer lateral inspector the inspector must either be a licensed plumber or a licensed general contractor. The City will update its list of qualified inspectors as information becomes available.

** As of September 2018 the inspection application and an updated list of approved plumbers and contractors will be available on the City's new website. Please also note that currently the City's inspection fee is \$25; however it is expected to increase in the near future.*



CITY OF WILLITS
111 EAST COMMERCIAL ST, WILLITS, CA 95490 Phone (707) 459-7129
Fax (707) 459-2481

APPLICATION FOR SEWER LATERAL INSPECTION

DATE _____

PROPERTY ADDRESS _____ PARCEL # _____

PROPERTY OWNER INFORMATION:

NAME _____

MAILING ADDRESS _____
STREET CITY ST ZIP

DAYTIME TELEPHONE (____) _____

PRE-PAYMENT FEE: \$25.00

PLEASE CHECK APPROPRIATE BOX:

PAYABLE TO: City Of Willits (before testing)

- CHANGE / TRANSFER OF OWNERSHIP
- REPAIR & REPLACE OF PRIVATE SIDE SEWER LATERAL TO CITY'S SYSTEM
- NEW SERVICE CONNECTION
- OTHER (i.e. remodel, sanitary overflow, etc.) _____

SIGNATURE OF APPLICANT _____

I declare under penalty of perjury that all information submitted herein applies to the subject address an no other properties.

CONTACT(S): CONTRACTOR / PLUMBER

NAME (Please Print)

TELEPHONE

Please Check the Appropriate Boxes

- Camera Video inspection and exfiltration testing from outside contractor of the sewer lateral confirms that the sewer lateral is in compliance with City of Willits Ordinance No. 13.17. Please submit the Camera Lateral Report within 7 days of filing.
- The sewer lateral has been replaced or repaired and the plumbing permit has received final approval and acceptance.
- The sewer lateral is exempt from the testing and inspection requirements of City of Willits Ordinance No. 13.17 for the property owner has provided satisfactory evidence that the sewer lateral was repaired or replaced and passed inspection.

Date of Camera Inspection: _____

Lateral Depth: _____(ft.)

Total Lateral Length: _____(ft.)

Pipe Dia. _____(in.)

Pipe Material: _____

TV Direction: ___Downstream ___Upstream

Condition of Lateral: _____

Location Lateral Accessed: _____

Name (print) _____

Title: _____

Signature _____

Date: _____

CITY USE ONLY-TYPE(S) OF INSPECTION

CAMERA & EXFILTRATION

SMOKE TESTING

OTHER (i.e. remodel, sanitary overflow, etc.) _____

CITY OF WILLITS STAFF REVIEW OF CAMERA RECORDING:

BY _____

DATE _____

CITY DECISION:

_____**NOT APPROVED COMMENTS/CHANGES NECESSARY TO BRING INTO COMPLIANCE**

SITE REVISITED BY _____

DATE _____

_____**APPROVED CERTIFICATE OF COMPLIANCE IN ACCORDANCE WITH CITY OF WILLITS ORDINANCE NO. 13.17 TO PROVIDE FOR SIDE SEWER TESTING, SEWER CLEANOUT INSTALLATION, AND SEWER BACKFLOW PREVENTION VALVE INSTALLATION.**

Name (Print): _____

Title: _____

Signature: _____

Date: _____



City of Willits Sewer Lateral Loan Program

What it is:

The City of Willits has partnered with Savings Bank of Mendocino County to help provide low interest rate loans up to \$2,500 to residents of Willits who wish to replace or repair their sewer lateral lines. Loans to qualified applicants are subject to credit approval.



Why I should apply:

To be in compliance with City Ordinance, you must properly maintain sewer laterals on your property. Additionally, if your sewer lateral is damaged, faulty, or improperly installed it can cause a backflow of the pipe contents to come into your home via your toilet, sink, or bathtub.

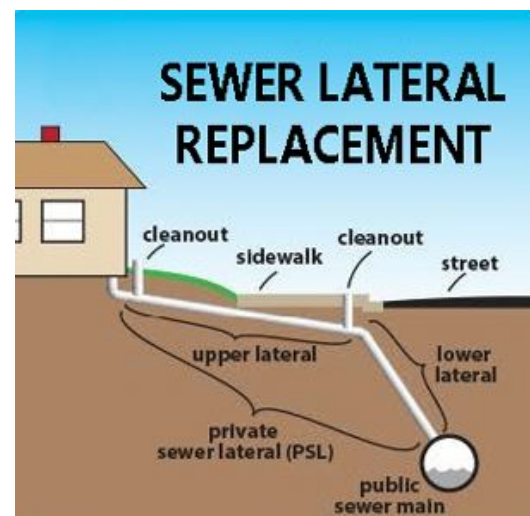


How to apply:

Visit Savings Bank of Mendocino County located at 145 South Main Street, Willits.

How do I make my payments:

Payments will be made directly to Savings Bank of Mendocino County.



2) Special conditions are as follows:

- (a) No charge will be made for replacements of lateral sewer installations installed or accepted by the city because of normal deterioration.
- (b) Charges for construction of lateral sewer installations of sizes other than those tabulated shall be the estimated total cost of the installations.
- (c) Any condition which, in the opinion of the Director, will result in construction costs more than twenty percent above the tabulated charges will be considered unusual. Charges for unusual installations shall be the estimated total cost of the installations.
- (d) Lateral sewer installations in a new subdivision shall be made by the applicant concurrently with main construction. For such installations, the applicant shall pay an engineering and inspection charge of ten percent of the tabulated installation charges.
- (e) Special control structures and other appurtenances shall be constructed by the applicant unless otherwise ordered by the Director.
- (f) For any installations in Main Street, the city will contract for installation. Lot developer will pay the cost to the city.

(Ord. 86-8 §4; Ord. 86-1 §4; Ord. 76-4 §10.2).

13.12.090 - Wastewater discharge permit user fees.

All users shall be classified according to the principal activity conducted on the user's premises and based on the typical wastewater constituents and characteristics for that type of user as determined by the city. The purpose of such classification is to facilitate the regulation of wastewater discharges based on wastewater constituents and characteristics to provide an effective means of source control, and to establish a system of user charges and fees which will insure an equitable recovery of the city's costs. All permitted users will be subject to user fees based on the classification of their contributions to the city's sewer system.

(Ord. 11-01 (part))

Chapter 13.16 - ENFORCEMENT

Sections:

13.16.010 - Violation—Penalty.

Any person found to be violating any provision of this title shall be served by the Director with written notice stating the nature of the violation and providing a reasonable time for the satisfactory correction thereof. Said time limit shall be not less than one nor more than ten working days. The offender shall, within the period of time stated, cease all violations and correct the conditions causing violation of this title. Violation of this title is a misdemeanor punishable as set forth in Chapter 1.12.

(Editorially amended during 1979 codification: Ord. 76-4 §1.05).

13.17 - SEWER LATERAL INSPECTION PROGRAM

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13.17.010 - Purpose, Policy and Administration.

- 1) Purpose. The purpose of this Article is to codify requirements for the inspection, testing, repair and replacement of side sewers within the City. It is the policy of the City to reasonably prevent infiltration, exfiltration, and better protect the environment by requiring a reasonable program of inspection, testing, and if necessary, the repair and replacement of private sidesewers. It is also the policy of the City to require sewer backflow prevention valves and sewer cleanouts as required by Code and for backflow inspection.

- 2) Policy. Within ninety (90) days of the adoption of the Ordinance enacting this Article. The City Manager or designee shall prepare and promulgate public administrative guidelines which shall, among other things, establish the following
 - (a) A certification program for licensed plumbers, contractors and other qualified inspectors will be placed on the pre-authorized list and the basis for obtaining and maintaining such a certification or decertification;
 - (b) Standard inspection report forms and guidelines for completing and using Side Sewer Inspection Reports;
 - (c) A standard Notice to Repair and enforcement procedures for repair and replacement;
 - (d) A standard for documentation of a property by a Certificate of Side Sewer Compliance.
- 3) The City Manager's Jurisdiction. The City Manager or designee shall administer these requirements and has the authority to alter or waive the requirements prescribed in this article if such requirements are impractical because of the nature of physical location of the side sewer. Owners of side sewers shall have the right to seek relief from the application of this Ordinance first from the City Manager or designee, and ultimately, the City Council.
- 4) Each property connected to the City's sewer system shall maintain upon the property a functioning Sewer Backflow Prevention Valve and a functioning sewer cleanout.

13.17.020 - Applicability

- 1) Application of Article. This Article shall apply to property located in the City and to property which is located outside the boundaries of the City but which is served by the City's sewer mains.
- 2) Any side sewer which has been repaired or replaced, including gravity and pressure laterals, shall be tested in accordance with the applicable procedures of this Article. No person constructing, repairing or replacing a side sewer shall use such lateral to introduce sewage to the City's sewer main until such time as such person has complied with this Article, as appropriate.
- 3) When Certificate Required. All side sewers connected to the City sewer system, including side sewers servicing residential, multi-family residential, commercial or industrial uses, shall be cleaned and rested in accordance with this Article, upon the occurrence of any of the following, unless a valid Certificate of Side Sewer Compliance is on file with the City, or the City Manager or designee has waived compliance as provided herein:
 - (a) Upon the occurrence of a sanitary sewer overflow from the private side sewer;
 - (b) Upon the discovery of either an illegal connection or as described herein or an illegal discharge as described herein to the City sewer system;
 - (c) Side sewer must be in compliance at the time of major structural alterations, additions, or repairs are performed with reference to WMC Section 12.16.100.
 - (d) Upon a change: of use of the property served from a residential to a commercial use that will be open to the public, or from a commercial use to a restaurant,
 - (e) In conjunction with the replacement or rehabilitation of the City sewer main to which the side sewer is connected;
 - (f) Upon the occurrence of a Qualifying Side Sewer Service Call;
 - (g) Upon a change of ownership of the property as defined by California Revenue and

Taxation Code§ 62, except that transfer exempt from reassessment shall not be deemed to be a "change of ownership"

(h) Upon the discovery faulty sewer lateral condition by Sewer Operators.

- 4) Sewer Cleanouts. Upon the occurrence of any of the events set forth in subparagraph (c) above the City Manager or designee shall cause the subject property to be inspected to determine if the property has a sewer cleanout in proximity to the property line as required by Section 13.8.90 of this Ordinance. The City Manager or designee not thereafter issue a Certificate of Side Sewer and Property Compliance, until such time as the City Manager or designee is satisfied that the property has a compliant sewer clean-out.
- 5) Backflow Inspection. Upon the occurrence of any of the events set forth in subparagraph (c) above the City Manager or designee shall cause the subject property to determine if the property has a Sewer Backflow Prevention Valve as required, and further to inspect the backflow device as to its operability. The City Manager or designee not thereafter issue a Certificate of Side sewer and Property Compliance until such time as the City Manager or designee is satisfied that the property has a functioning and compliance backflow device.

13.17.030 - Approved Testing Methods.

The side sewer shall be inspected and tested, using the following methods as allowed by and in accordance with standard adopted by the City Manager or designee:

- 1) T.V. inspection;
- 2) exfiltration testing;
- 3) other similar inspection or testing methods as approved by the City Manager or designee.

13.17.040 - Requirements for Testing Side Sewers.

- 1) Testing procedure:
 - (a) Testing shall be completed within the time period specified in the fourth column of the five column chart entitled Time Frames to Complete Work at the end of this chapter.
 - (b) Testing shall be performed by a licensed plumber, contractor, or other person who possesses any license required by law, if any, to perform the test and who is determined by the City Manager or designee to be qualified to perform the test based on training and experience.
 - (c) Testing shall not commence without a witness by the City Manager or designee.
 - (d) Access to the sewer lines to be tested and conditions necessary to conduct the test shall be made ready by owner prior to scheduling a side sewer test
- 2) Repair. It shall be the responsibility of the property owner to repair any side sewer which has been found through testing or inspection to exhibit conditions which will permit infiltration to enter the sewer system and, if necessary, to replace any side sewer to prevent such infiltration. Upon completion of the repair or replacement of the side sewer, reinspection shall be conducted until the side sewer passes the required test.
- 3) Retest. The property owner must complete the repair or replacement of a side sewer and the side sewer must pass a retest within the lime specified in the fifth column of the table set forth in the chart entitled Time Frames to Complete Work at the end of this chapter. This deadline may be extended by the City Manager or designee for good cause, not to exceed ninety (90) days. If repair is not completed within the required time period, the City may complete the required repairs and add a surcharge onto the property's utility account.

- 4) Certificate of Side Sewer and Property Compliance. Once the side sewer has successfully passed the testing procedure, the City Manager or designee shall execute a Certificate of Side sewer and Property Compliance ("Certificate of Compliance") which shall be filed with the City Manager or designee, and be recorded to the extent authorized by law, and the Mendocino County Recorder.
- 5) Notice to Repair. The City Manager or designee for good cause may from time-to-time issue a notice to repair to the owner of any property whereupon the property owner would be required to obtain a Certificate of Compliance within the time specified in the five column table set forth in the chart entitled Time Frames to Complete Work at the end of this chapter. This deadline may be extended by the City Manager or designee for good cause, not to exceed ninety (90) days. If the repair is not completed within the required time period, the City may complete the required repairs. The City would charge time and materials for the work, which would be added to the properties utility account.
- 6) Owner will not be issued a certificate of compliance until repair is made and account has an added surcharge.

13.17.050 - Testing.

- 1) Testing Procedure. Testing may be performed in accordance with the requirements of the sections above or if authorized by the resolution of the City Council, testing may be performed by the City in connection with any rehabilitation or replacement work. Upon completion of the resting the City Manager or designee shall issue either a Certificate of Compliance or a notice of repair
- 2) Failure or Test and Requirement for Repair. It shall be the responsibility of the property owner to repair and or replace any side sewer which has been found through testing and/or inspection to exhibit conditions which would permit infiltration to enter the sewer system and further to install or repair any deficient sewer cleanout and to test any required backflow device. The inspection shall be continued until such time as the properly qualifies for issuance of a Certificate of Compliance.
- 3) Repair or Replacement Work. All repair or replacement work shall be completed by a person properly licensed to perform the work, including the licensed plumbers and/or contractors and shall be completed under any appropriate permits from the City as appropriate, including building and encroachment permits.
- 4) Time for Repairs. All repairs must be completed within the time specified in the fifth column of the table set forth in the chart entitled Time Frames to Complete Work at the end of this chapter unless for good cause shown an extension is granted by the City Manager or designee, not exceed ninety (90) days.
- 5) Failure to Repair. If repair is not completed within the required time period, the City may complete or cause to be completed the required repairs and may add a surcharge onto the property's utility account until the costs are recovered in not more than three (3) years, or any other remedies authorized under this ordinance including but not limited to termination of service.
- 6) Alternative Procedure. The City Council may by resolution prescribe alternative procedures, by which the repair or replacement work shall be performed, including but not limited to, the degree to which the City shall offer to perform all or a portion of the work or contribute toward the cost of the work, using loans or grants.

13.17.060 - Certificate or Compliance without Inspection.

A property owner may apply to the City Manager or designee for a Certificate of Compliance without inspection under the following circumstances:

- 1) The property owner provides evidence satisfactory to the City Manager or designee that the building on the property is ten (10) years old or less and contains a compliant sewer cleanout and a compliant Sewer Backflow Prevention Valve; or

- 2) The property owner provides evidence satisfactory to the City Manager or designee that the side sewer was repaired or replaced and passed inspection within the previous ten (10) years and contains a compliant sewer cleanout and a compliant Sewer Backflow Prevention Valve; or
- 3) The property owner provides evidence satisfactory to the City Manager or designee that the lateral has passed an inspection within the past five (5) years

In such cases, the City Manager or designee shall execute a Certificate of Compliance

13.17.070 - Fees.

The City Council may establish fees pursuant to its annual for resolution for administration of this Article .

13.17.080 - Timeframes to Complete Work

EVENT	Clean & Video Inspect	When	TEST Complete	Repair or Replace
Qualifying Side Sewer Service Call	At time of service	Inspection indicates damage displacement or deflection of lateral cleanout or Sewer Backflow Prevention Valve	Within 7 days of Service Call or Notice	Within 30 days of Failed Water Test with Max of 90 day Extension for Cause
Sanitary Sewer overflow	Within 7 days or Notice or At Time of service	Inspection indicates damage displacement or deflection of lateral	Within 7 days of Service Call or Notice	Within 30 days of Failed Water Test with Max of 90 day Extension for Cause
Remodels to Structure Being Served of \$100K or greater	Prior to Permit Final	Prior to Permit Final	Prior to Permit Final	Prior to Permit Final
Change of Property Use Residential to Commercial and non-Restaurant Commercial Restaurant Commercial	Prior to Opening Under New Permitted Use	Prior to Opening Under New Permit Use	Prior to Opening Under New Permitted Use	Prior to Opening Under New Permitted Use
Illegal Connection	Within 7 days of Notice	Within 7 days or Notice	Within 7 days of Notice	Within 30days of Failed Water Test with Max of 90 day Extension for Cause
Prohibited Discharge	Within 7 days of Notice	Within 7 days of Notice	Within 7 days of Notice	Within 30days of Failed Water Test with Max of 90 day Extension for Cause

CEQA. This Ordinance is exempt from the California Environmental Quality Act under Public Resources Code §§ 21065 and 21080(b)(a).