CITY OF SAUSALITO

Ray Withy, Mayor

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CITY OF SAUSALITO TELEVISED VIDEO INSPECTIONS

Before submitting a televised video inspection, please make sure that the required paperwork is in order. Televised video inspection submittals will not be accepted or reviewed if:

- ✓ **The appropriate supplementary informational face sheet is not completed and stamped received by the appropriate City of Sausalito Building Department or Community Development Department Staff.**
- ✓ **The video inspection is dropped in the mail slot or slid under the City of Sausalito Building Department or Community Development Department window after hours or any other time.**
- ✓ **The video inspection is not accompanied with a completed (in its entirety) required supplementary information face sheet.**
- ✓ **The video inspection is not a current video inspection (i.e. no condition assessment footage that is older than 30 days from the date that the City of Sausalito receives the televised video inspection).**

BUILDING SEWER VIDEO GUIDELINES MANDATORY REQUIREMENTS

1. **Use appropriate equipment for sewer video inspections. When televising sewer lines, use skids to center the camera in the line and make sure the inspection has enough light. Full rotational, self leveling camera heads are highly desirable. If working in 6" or larger sewer lines and push camera systems cannot complete the needed distances, use tractor cameras and/or cable pulling systems. If the line being viewed needs to be rodded or flushed…rod it and/or flush it, then finish the video inspection. Do not send copious amounts of roots and debris down the sanitary sewer system without notifying City of Sausalito Sewer Staff; as the City does not want contractors creating blockages and Sanitary Sewer Overflows (SSO's) by sending debris into the public sewer system. With enough notice, the City can protect the downstream sanitary sewer system if debris must be sent downstream.**
2. Private side sewer lateral video inspections are considered complete when the subject property side sewer lateral is televised from the structure to the final termination point at the sanitary sewer. **Note:** Private Common Side Sewer Laterals (lines being shared with other properties aka: PVTCOMMLAT) are to adhere to the same criteria.
3. Mandatory audio narration by video technician:
    i. **This is very important.** Please ensure the technician runs the camera out the full distance to the city main and retrieves the camera slowly and deliberately while commenting on the various subject property sewer lateral characteristics. **DEPTH OF PIPE ON PRIVATE PROPERTY AND IN PUBLIC RIGHT OF WAY MUST BE IDENTIFIED AT INTERVALS**

Characteristics such as:

ii. pipe type and interior diameter, how many lateral tie-ins, bends, breaks, sags, distances to each item (distance counter is required), reverse grade, drain cross connections, downspout connections, all access points, depth of pipe (**especially if replacing by means of trenchless applications**) and cleanout locations.

4. Equally important is thorough and accurate listing of the subject project property address, the owner's name, address, telephone number, **Email Address** , date, time and weather during the video inspection on **the appropriate supplementary informational face sheet .**
5. Please include the name of the company doing the video production **on the appropriate supplementary informational face sheet.**
6. In many instances realtors or agents on behalf of the property owners need information copies sent.Please include the contact information for this scenario on **the appropriate supplementary informational face sheet** .
7. Provide written verification from the producer that all building sewers have been located, tested, and that no visible indication of a deteriorated condition exists.

VERY IMPORTANT:

8. If repairs are evident, the line must be marked and located from the structure's foundation to the final termination point at the sanitary sewer in order for repair bids to be secured by the property owner.
9. If comprehensive replacement is a possibility, the lateral should be marked where it leaves the structure's foundation, then marked and located every 10' or so to the sanitary sewer main.
10. If a spot repair is needed, generally a location 10' upstream, a location at the spot repair and 10' downstream should suffice.
11. When the line is shared in common with other properties, the City will require positive location, and identification of what properties are sharing said line.
12. **Special Note to Property Owners and Sewer Contractors:** Any time a sewer contractor finds roots or an obstruction in the line, it would be prudent to proceed (while the contractor is on-site) with the appropriate cleaning application, then finish the televising of said line **before submitting a final sewer video inspection report to the City of Sausalito Sewer System Coordinator (SSC) Patrick A. Guasco.**

Thank you for your dedication to thorough field work. If at any time you or your organization has questions regarding this information, please feel free to contact me at (415) 289-4192 or via email at pguasco@ci.sausalito.ca.us if you have any questions or concerns.