CITY OF SAUSALITO
PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION
420 LITHO STREET
SAUSALITO, CA. 94965
415-289-4192 (fax) 415-339-2256
www.ci.sausalito.ca.us

SEWER LATERALS

Project Address: _____

Property
Owner's Name: _____

Sewer Video
Company: _____

Sewer Company
Phone #: _____

Person Submitting
Sewer Video: _____

To Whom Official City of Sausalito Sewer Video Inspection Responses Are To Be Sent (submitting party must be thorough)

Please include
All addresses,
email addresses
and contact names : _____

_____

_____

_____

_____

_____

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SEWER LATERALS

Sausalito Municipal Code Section 18.12.100

Sausalito Municipal Code Section 18.12.100 Service Laterals - requires the following:

> Where remodeling or sale of any building is proposed, existing sewer service laterals shall be inspected for surface water connections or inlets, and shall be either pressure tested for leakage or inspected by video camera. Service laterals found to be in a deteriorated condition shall be replaced, repaired or rehabilitated as necessary to eliminate infiltration and inflow of ground and surface waters. Service laterals shall be re-tested for leakage or re-inspected by video camera upon completion of any remedial work, and shall be approved by the City Engineer prior to transfer of title or approval of the building permit.

No building permits for the remodeling of any building will be issued until the City Engineer approves the condition of applicable sewer laterals. Please see attached "*Sewer Video Guidelines, Mandatory Requirements & Submittal Form*" for submittal information.

If you have any questions, please contact the Engineering Division at (415) 289-4192.

CITY OF SAUSALITO Jill James Hoffman, Mayor

Adam Politzer, City Manager
420 Litho Street, Sausalito, California 94965
Telephone: 415-289-4100 ○ *WWW.CI.SAUSALITO.CA.US*

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 televised inspection is created).**

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.

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ADMINISTRATIVE INTERPRETATION

SUBJECT: SMC § 18.12.100 Service Laterals. Inspection, Testing and Remedial Work

ISSUE: What type of project would trigger the requirement to test and/or inspect sewer service laterals? How often does a property owner need to inspect the sewer service laterals?

DATE: April 17, 2007

The Sausalito Sewer Ordinance (Sausalito Municipal Code (SMC) § 18.12.100, adopted in 1991 via Ordinance 1072), requires the inspection of sewer service laterals for surface water connections or inlets via a pressure test or a video camera inspection. This inspection requirement is triggered when there is a remodel or when a building is proposed for sale. Although the Code is clear on when an inspection is to occur when buildings are listed "for sale," it is unclear as to what type of "remodel" project would trigger the need for inspection.

The subject code section is clear that the City Council desires to make certain that sewer systems within its jurisdiction are properly maintained and not compromised in any way that could cause infiltration of pollutants into the groundwater or surface waters including Richardson Bay. This Code Section is also consistent with Regional Water Quality Control Board (RWQCB) requirements that mandate municipalities create standards to protect against overflows or discharges into local waters. It is also known that the RWQCB can assess fines for municipalities that fail to meet State standards. The City of Vallejo was fined 85 million dollars for failing to satisfy State standards.

It is further clear that the City Council did not want to mandate that all properties inspect their sewer service laterals at time of Ordinance adoption. Rather, they structured the Ordinance to be triggered by a remodel or when a building is listed for sale. In essence, the Council provided flexibility within the SMC that allowed property owners to defer any maintenance until such time as they requested improvements on their property (or what has been defined as a "remodel" within the SMC) or when the property is sold which involves no improvements.

Sewer maintenance is often neglected. Property owners often do not adequately plan for evaluation or repair. Complying with the Sausalito Sewer Ordinance requirement can add significant financial burden to a property owner. By Adopting the ordinance the City Council made it clear that property owners need to take proactive steps to keep sewer laterals functioning properly.

Not all remodel work is equal. Some projects are small in scope and value while other projects are large in scope and value. Some remodel project result in increased water consumption and waste water production while other remodel projects do not. As such, imposing the sewer lateral inspection and repair requirement on all remodel projects is not appropriate.

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In recognition that sewer repair demands on all remodel work is not appropriate, the following criteria is established to guide City staff in determining whether or not to require a sewer lateral inspection.

It is the Community Development Director's opinion that sewer laterals shall be inspected and repaired for major remodel work.

Major remodel work includes:

1. Improvements in a single project equal or exceeding $50,000 (2007 dollars and adjusted by the Bay Area Consumer Price Index) valuation where either no records of sewer condition exists or the record is older than 3 years.
2. Improvements where the addition of two sinks, one or more bathrooms, one or more kitchens, increase in water service (meter size) or other water use facilities are created.
3. Cumulative improvements through multiple projects over the past 3 years equal or exceeding $50,000 (2007 dollars and adjusted by the Bay Area Consumer Price Index) valuation where either no records of sewer condition exists or the record is older than 3 years.
4. Commercial/Institutional Building Tenant Space Improvements exceeding $50,000 (2007 dollars and adjusted by the Bay Area Consumer Price Index) valuation where either no records of sewer condition exists or the record is older than 3 years.
5. Exceptional situations not defined above as determined by Community Development Department staff.

It is also the Director's opinion that once an inspection has revealed no issues with a sewer service lateral, no further inspection is required within a three (3) year period. After three (3) years, an inspection will be required for any property undergoing a major remodel as defined above or when the property is listed for sale. A three (3) year period was selected because that is a reasonable amount of time to assess if the service lateral has been compromised by tree roots, subsidence of lands, or compaction of soil. It is the Director's opinion that Commercial/Industrial Building Tenants required to perform a lateral inspection shall be responsible for correcting only localized sewer problems in their unit. Commercial/Industrial Building tenants shall not be held responsible for correcting whole building sewer lateral problems that are identified with the inspection and their occupancies certificates shall, generally, not be withheld as a result of non-performance by the landlord.

Paul Kermoyan, AICP
Community Development Director

Date 4/18/07

VIDEO INSPECTION PLACARD

DATE/TIME/WEATHER:

OWNER/NAME:

ADDRESS&PHONE#:

CONTRACTOR/NAME:

ADDRESS&PHONE#:

CITY OF SAUSALITO

Jill James Hoffman, Mayor

Adam Politzer, City Manager
420 Litho Street, Sausalito, California 94965
Telephone: 415-289-4100 · www.CI.SAUSALITO.CA.US

CITY OF SAUSALITO SANITARY SEWER LATERAL REPLACEMENT GRANT PROGRAM (LRGP) REIMBURSEMENT APPLICATION

CITY OF SAUSALITO DEPARTMENT OF PUBLIC WORKS
420 LITHO STREET
SAUSALITO, CA. 94965

TEL: 415-289-4192
FAX: 415-339-2256
M-TH: 7:30 am – 5:30pm
FRI: 7:30 am – 12:00pm

Attention Property Owner,

Sewer laterals extend from a home or business to the sewer pipe in the middle of the street. Laterals are the property of landowners, who are responsible for their maintenance. Many laterals are aging, cracking and leaking. This allows storm water to enter the sewer system and can result in sewage overflows and overloading of the treatment facilities.

The City of Sausalito (the City) is currently accepting applications for assisting in the repair or replacement cost of privately owned sewer laterals within our service area. If your sewer lateral is in need of repair, the City will fund 100% of the cost of a video inspection, dye testing efforts and sewer ejection system testing performed by qualified video inspectors/plumbers upon successful completion of the repair or replacement. Fill out the attached application and include an estimate from a qualified video inspector/plumber of your choice. We will review your application to verify that you are a customer of the City and that the estimate you received is reasonable. After your inspection, provide the City with a copy of your video inspection receipt along with the inspector's recommendations for repair or replacement of your sewer lateral.

The City of Sausalito is also offering to reimburse 50% of the repair or replacement cost of a private sewer lateral up to a maximum of $1,000. To qualify, you must obtain three (3) written cost estimates for repair or replacement of your sewer lateral by qualified plumbing contractors and provide a copy to the City. We will review the estimates to ensure that the work scope is relevant and the fees quoted are reasonable. Once approved, we will notify you of our acceptance and specify the dollar amount we are prepared to reimburse you. After the repair or replacement is completed, provide the City with a copy of your receipt for reimbursement of up to $1,000.

Reimbursement funds are not applicable to landscaping or the installation of a cleanout to facilitate video inspection. While City ordinance requires a cleanout and back flow prevention device on all sewer laterals, some older homes may not have these devices installed. Prior to performing any repairs, you will need to obtain an encroachment permit from the City of Sausalito (415-289-4112).

If you have any questions please contact us. While we can not recommend plumbers or inspectors for you, we are happy to assist you with your application.

CITY OF SAUSALITO SANITARY SEWER LATERAL REIMBURSEMENT APPLICATION

CITY OF SAUSALITO DEPARTMENT OF PUBLIC WORKS
420 LITHO STREET
SAUSALITO, CA. 94965

TEL: 415-289-4192
FAX: 415-339-2256
M-TH: 7:30 am – 5:30pm
FRI: 7:30 am – 12:00pm

Fill out appropriate blanks and return.

Owner: Address: Tel:

Type of Building _____ Assessor's Parcel # _____

Number of Units _____ Address of Building _____

Reimbursement Rules and Limits

- **Video Inspection:** The City will reimburse 100% of the fees incurred for video inspection provided; 1) a complete application has been received and approved; 2) a copy of the inspector's report has been provided to the City; and 3) repairs to or replacement of your sewer lateral has passed inspection. Please provide a cost estimate for sewer lateral inspection by your preferred plumbing contractor below:

Video Inspection Estimate: $_____

Contractor: Name:_____

Address:_____

Phone:_____

- **Lateral Repair or Replacement:** The City will reimburse 50% of the total cost (including taxes) for the repair or replacement of a private sewer lateral up to but not exceeding $1,000. To qualify for the City reimbursement you must obtain three (3) written estimates for the repair or replacement of your lateral by qualified plumbing contractors. The City will review these estimates and notify the owner of the amount approved for reimbursement within 10 business days. Once your lateral has been repaired, you will need to notify the District and schedule an inspection. Upon successful completion of your sewer lateral inspection, The City will reimburse fees associated with video inspection and repair/replacement as outlined above.

Mail to: **City of Sausalito Department of Public Works LRGP**
c/o Patrick A. Guasco 420 Litho Street, Sausalito, CA 94965

By signing this application, the applicant agrees to be bound by any regulations now or hereafter adopted by the City of Sausalito and applicable Plumbing Codes governing the installation of sanitary sewage facilities. Reimbursements will be issued upon completion of corresponding Connection fees are due and payable at the time of building permit approval.

Applicant's Signature:_____ **Date:**_____

> "Sec. 1006. Misdemeanor. Section 6523 of the Health and Safety Code of the State of California provides that the violation of an ordinance or regulation of a sanitary district by any person is a misdemeanor punishable by fine not to exceed One Thousand Dollars ($1,000), imprisonment not to exceed thirty days or both. Each and every connection or occupancy in violation of the ordinances or regulations of the District shall be deemed a separate violation and each and every day or part of a day a violation of the ordinance or regulation continues shall be deemed a separate offense hereunder and shall be punishable as such"

Sincerely,
City of Sausalito

Patrick Guasco
Sanitary Sewer System Coordinator

Enclosures

cc: The City of Sausalito Finance Department