

Sewer Lateral Compliance – Step by Step

This brochure will take you through the process, step by step, for achieving compliance with the Stege Sanitary District's regulations regarding sewer laterals:

Step 1: Ask what needs to be done?

Owner, trustee, realtor, or other responsible agent ("Applicant") determines whether or not a Certificate of Compliance has been issued already. If a property is being sold, the Certificate must be obtained prior to the close of escrow.

Step 2: Have a sewer video made.

Applicant hires plumbing contractor to prepare a video of their lateral. Alternatively, the Applicant may elect to replace the entire line, from the building to the District's mainline, and install a cleanout by the house (if so, skip to Step 6). (In cases in which a sewer lateral is suspected to have significant sags, a video is recommended. A new trenchless installed polyethylene line will follow the sags, and this may cause problems even with a new sewer.)

Step 3: Submit video to District.

Applicant submits video of lateral to District.

Step 4: District issues Certificate of Compliance or Deficiency Report.

Staff makes a determination and issues to Applicant the Certificate of Compliance or a Deficiency Report, which specifies reasons that the sewer lateral is not in compliance. (Allow 2 days.) If a Certificate of Compliance is issued, you're done; if not, continue with Step 6.

Step 6: Applicant hires contractor.

Applicant receives Deficiency Report, and hires a licensed plumbing contractor to carry out the sewer lateral repairs or replacement, as indicated in the Deficiency Report. Alternatively, Applicant may choose to carry out repairs or sewer replacement himself/herself, as long as none of the required work is in the public right-of-way.

Step 7: Contractor obtains Building Permit:

Plumbing contractor (or whoever is carrying out the work) comes to the District and obtains a Sewer Permit for repair or replacement of the sewer lateral. The cost of the Sewer Permit is \$25.00. If any work will be carried out in the public right-of-way (for example, cutting through or boring underneath the sidewalk or under the street), an Encroachment Permit from the appropriate agency (El Cerrito, Richmond, or Contra Costa County) will be required. An Encroachment Permit, if required, will be an additional cost. NOTE: An Encroachment Permit for

work in the public right-of-way can only be issued to a Licensed Contractor.

Step 8: Repair or replace the sewer lateral:

Contractor (or whoever is doing the work) carries out required repairs or replacement, but does not yet cover any of the work.

Step 9: Schedule Inspection of the repaired or replaced sewer line:

Contractor (or Applicant) calls the District to schedule an inspection on the repaired or replaced – but still uncovered sewer lateral. Inspections require a minimum notice of 24 hours.

Step 10: District staff inspects the repaired or replaced sewer line:

As scheduled, the District comes to the work site to inspect the sewer lateral. As part of this inspection, he or she will check the air or water test on the line.

Step 11: Cover the inspected sewer line, as necessary.

Contractor (or whoever is doing the work) now fills in the sewer line trench with bedding and backfill material and completes any surface restoration.

Step 12: Schedule Final Inspection of the sewer lateral:

As in Step 9, above, Applicant calls District to schedule a Final Inspection on the sewer.

Step 13: District Inspector carries out

Final Inspection: The District Inspector must visit the site again to check that the line has been properly covered and all surface restoration is completed. If the work passes inspection, the Inspector will sign off on the Applicant's original Sewer Permit (which must be made available to the Inspector, at the site), as well as the District's copy of the Permit.

Step 14: District staff issues a Certificate of Compliance to the Property Owner.

Once the District Inspector has given the sewer work Final Inspection approval, District staff issues, usually to the property owner, the Sanitary Sewer Lateral Certificate of Compliance. Although the District will keep a copy in its files, the property owner should retain this document for his or her permanent records, along with the signed Sewer Permit.

The Stege Sanitary District greatly appreciates the cooperation which property owners, contractors, and realtors have extended in helping the District to modernize its sewer system and protect the health and safety of Stege and all its residents.

STEGE SANITARY DISTRICT

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A Step-by-Step Guide
to Compliance



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