

REQUEST AN INSPECTION

To request an inspection, please contact the Engineering Department at least **48 hours in advance** at (909) 888-8986.

PROCEDURES FOR SEWER LATERAL INSPECTION REPORTS

The purpose of the Street Lateral Inspection Report is twofold. The report initially informs the District's inspection personnel that a customer has paid the permit fee and will need to have a sewer lateral inspected at a given location. The report will serve as a historical document outlining the types of materials used and encountered in the lateral work and the lateral's specific location.

When individual sewer inspection fees are paid, a "Sewer Lateral Inspection Report" form is to be generated by the Special Projects Coordinator. This is a three-part NCR form consisting of:

- White Copy
- Yellow Copy
- Hard Copy

The date, service account number, permit number, receipt number, owner's name, service address, and lot and tract number (if available) are to be entered on the form. The report form will remain in the Engineering Department until inspection is requested by owner/contractor. The Engineering Department requires a **minimum of 48 hours notice prior to project work date.**

The Engineering Department will provide the Water Service Superintendent with the sewer lateral inspection report. If the inspection is canceled, the inspection report form is returned to Engineering until rescheduling is requested.

The sewer crew lead person will then inspect the sewer lateral connections to the main and installation, capping, etc. All pertinent information will then be entered on the report form, signed, dated, and returned to the Engineering Department.

The Engineering Aide will map the sewer lateral location on the Sewer Distribution map from the information annotated on this form.

Engineering will handle the distribution of the fully executed form as follows:

- White Copy to Mail to Owner
- Yellow Copy File #2.5 S (Engineering Vault)
- Hard Copy Customer Service Department

NOTE

The date entered by the Sewer Crew Lead Person may be used as a "wetline" date for billing purposes and is of the utmost importance.