

**County of San Mateo
Sewer Inspection Guideline and Sequence**

The following is intended to be an inspection guideline provided to anyone obtaining a Sewer Inspection Permit (SIP) for any properties located within the ten County sewer maintenance and sanitation districts (Sewer District). The purpose of this document is to provide a reasonable understanding of when inspections occur, what is expected of the applicant and in what sequence work will be inspected.

A responsible person for the work is expected to be on site for all inspections, including the final inspection. The inspection time is a 30 – 60 minute window and may change depending on the needs of the Sewer District. **The applicant is responsible for ensuring that all work is completed in a timely fashion and as instructed by the Sewer District Inspector (Inspector). All work must meet the standard details and specifications of the Sewer District.**

If the new lateral will be subjected to traffic load, a minimum of three feet (3') of cover to top of pipe shall be maintained over the sewer lateral between the property line cleanout and sewer main at all times. The 3 feet of cover protects the sewer lateral from accidental exposure and/or damage. If 3 feet of cover cannot be maintained over the sewer lateral, then ductile iron pipe shall be used. It is the applicant's responsibility to verify depth information.

If the applicant wishes to use the pipe bursting method to replace the existing sewer lateral, the applicant must provide the Sewer District with closed circuit television (CCTV) inspection showing that the existing sewer lateral between the property line cleanout and sewer main is suitable for pipe bursting (i.e. no sags/bends, large joint offsets in the line). Otherwise, the applicant shall replace the existing sewer lateral using the open trench method.

If the applicant is approved to use HDPE material for the pipe bursting method, the applicant needs to ensure all connections and fittings are HDPE and fused in the section between property line cleanout and the Sewer District main. An appropriate coupler should be used for the transition from the Sewer District main to the new lateral.

Step 1

Obtain a SIP for any and all proposed sewer lateral work between the property/easement line cleanout and the Sewer District main, including the property/easement line cleanout and the wye connection at the main. Obtain all other required permits to conduct and complete work appropriately, such as building permit, encroachment permit, etc. A plumbing permit is required for sewer lateral work upstream of the property/easement line cleanout. An encroachment permit is required for the construction of the cleanout and lateral within the public right-of-way. The applicant shall contact the appropriate agencies regarding these permits. **If the SIP is obtained only for a property/easement line cleanout, go to Step 4.**

Step 2

Schedule inspection when all work on and around the Sewer District main is exposed and completed to the Sewer District's standard details and specifications. The work will be approved when pipe materials,

couplers and configuration on the Sewer District main connection and sewer lateral meet the Sewer District standards. Upon obtaining approval from the Inspector, the work on the Sewer District main shall be covered by appropriate backfill materials and methods. **The property line cleanout is to remain exposed and uninspected.** If the applicant would like to reuse the Sewer District main wye connection, it must be exposed and inspected for reuse. The inspector must be on site for all work performed on the Sewer District main. If changes and/or adjustments need to be made, as determined by the Inspector, the applicant shall contact the Sewer District at (650) 599-1403 to schedule another inspection after the changes and/or adjustments have been made. Please follow the instructions left on the voicemail for scheduling the inspection. Repeat Step 2.

Step 3

A Closed Circuit Television (CCTV) video inspection of the Sewer District main (manhole to manhole) where the new lateral/wye connects to the Sewer District main and/or the existing connection is to be removed must be performed after backfill and compaction over the Sewer District main. The video inspection shall be performed in accordance with the requirements described in the Special Provisions for Closed Circuit Television Inspection of Sanitary Sewer Mains (a copy can be obtained from our website at <http://publicworks.smcgov.org/sewer-services>). Videos must clearly show the area surrounding the manhole before the camera enters the manhole, all lateral connections to the main, the newly installed connection, and the entire footage of the main from the upstream manhole to the downstream manhole. Videos must be submitted to and approved by the Sewer District, prior to scheduling inspection of the property/easement line cleanout (if no cleanout work, CCTV approval shall be the final step). The Sewer District will review the video inspection to determine whether the work performed is acceptable. CCTV inspection of the Sewer District main may also be done during the final inspection (after backfill, compaction, and placement of B-9 Christy Box). All unacceptable work shall be corrected to the Sewer District's satisfaction at the applicant's expense. Upon approval, the applicant shall schedule an inspection of the property/easement line cleanout.

Step 4

Schedule inspection when all work on and around the property/easement line cleanout is exposed and completed to the Sewer District's standard details and specifications. The work will be approved when pipe materials, couplers and configuration on the property/easement line cleanout and sewer lateral meet the Sewer District's standards. Upon obtaining approval from the Inspector, the work on the property/easement line cleanout shall be covered by appropriate backfill materials and methods. If changes and/or adjustments need to be made, as determined by the Inspector, the applicant shall call (650) 599-1403 to schedule another inspection, after the changes and/or adjustments have been made. Repeat Step 4.

Step 5

Schedule final inspection and have responsible person on site for final inspection. The B-9 Christy Box shall be properly placed for final inspection. If changes and/or adjustments need to be made, as determined by the Inspector, the applicant shall call (650) 599-1403 to schedule another inspection, after the changes and/or adjustments have been made. Repeat Step 5.