



# UTILITY INSPECTIONS BEFORE PROPERTY SALE REPORT

## Checklist to complete the Utility Inspections before Property Sale.

### **Private Sewer Lateral (PSL):**

- Complete inspection if property is 15 years or older from property sale date
  - For example, if selling in 2022, any homes built in 2006 or earlier must be inspected. Please note this will perpetually change each year, so in 2023 any homes built in 2007 or earlier must be inspected
- The inspection must be completed by a Qualified Contractor:
  - Per Ordinance No. 2322, a Private Sewer Lateral Inspection must be completed by a Qualified Contractor (Licensed Plumber [C-36] with the State of California, has a City of Morgan Hill Business License, and is NASSCO Certified)
- CCTV footage of the line must be completed by a Qualified Contractor from the building connection to the city main connection
- All lines on the report must be filled out and signed by the Property Owner and Qualified Contractor
- If repairs are needed, obtain all necessary permits from the Building Department or Engineering Department
  - Email - [permits@morganhill.ca.gov](mailto:permits@morganhill.ca.gov)
  - Phone - 408-778-6480 (press 1)
- After repairs are complete, conduct a new inspection by a Qualified Contractor to pass and receive your Certificate of Compliance before property sale
- Review the Exemption form if you believe your property is exempt. Visit the homepage (link below).

### **Water Conservation:**

- Complete inspection if property is built in 1993 or earlier
- The inspection must be completed by a Licensed Plumber
  - Per ordinance No. 2323 A Water Conservation Inspection must be completed by a licensed plumber (Licensed Plumber [C-36] with the State of California and a City of Morgan Hill Business License)
- If retrofits are needed, replace identified fixtures
- After retrofits are complete, conduct a new inspection by a Licensed Plumber to pass and receive your Certificate of Compliance before property sale
- Review the Exemption form if you believe your property is exempt. Visit the homepage (link below).

### **Submission Checklist:**

1. Complete Utility Inspection Report (private sewer lateral and water conservation plumbing fixture inspection)
  - Check that all fields are filled out by the Property Owner and Qualified Contractor or Licensed plumber for each Inspection Type
2. CCTV video inspection with address, date, and time stamp (private sewer lateral inspection only)
3. Submit this completed document to [PSL.WC@morganhill.ca.gov](mailto:PSL.WC@morganhill.ca.gov) for review and request a Dropbox link to upload video footage

**Visit the homepage for more information and Forms:**

<https://www.morgan-hill.ca.gov/2302/Utility-Inspections-at-Property-Sale>

**ALL INFORMATION MUST BE PROVIDED TO AVOID RESTART OF FIVE-DAY REVIEW TIME.  
INCLUDE PARCEL NUMBER AND CORRECT SIGNATURES.**

Property Address: \_\_\_\_\_

Parcel Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Property Owner Email Address: \_\_\_\_\_

*I confirm that I have reviewed the results of the attached Utility Inspection Report conducted for my property by a Qualified\* plumbing contractor (below).*

Property Owner's Printed Name: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Plumbing Company Name: \_\_\_\_\_

*The information submitted herewith complies with all requirements set forth by the City of Morgan Hill Municipal Code Ordinance 13.20.070 and 13.04.335. Furthermore, I have reviewed the qualified contractor requirements. I declare under the penalty of perjury that all information submitted here applies to listed address only and is true and correct.*

**Fill in Video Technician information, if different than Qualified Plumbing Contractor.**

Video Technician's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Video Technician's NASSCO Certificate # \_\_\_\_\_

Qualified Contractor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Qualified Contractor's Printed Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

C-36 Contractor's License # \_\_\_\_\_ City of Morgan Hill Business License # \_\_\_\_\_

Qualified Contractor's NASSCO Certificate # \_\_\_\_\_

*\*Per Ordinance No. 2322, a Private Sewer Lateral Inspection must be completed by a qualified contractor (A C-36 licensed with the State of California, has a City of Morgan Hill Business License, and is NASSCO Certified).*

*\*Per Ordinance No. 2323, a Water Conservation Inspection must be completed by a licensed plumber (A C-36 license with the State of California and a City of Morgan Hill Business License).*

# INSPECTION REPORT OBSERVATIONS

Property Address: \_\_\_\_\_

Property Type:

Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Condo/Apt \_\_\_\_\_

## PRIVATE SEWER LATERAL INSPECTION

**Qualified Contractor must perform inspection based on NASSCO standards (e.g., film at 30 feet per minute)**

Property Details (select all that apply):

- Cleanout is accessible outside of the building.
- More than one building structure at this address is served by the private lateral
- Not applicable for the private sewer lateral inspection. Property meets one of the following criteria: 1) built 15 years or earlier before property sale date; 2) inspected by city standards 10 years or earlier before property sale date, 3) is a part of a Private Sanitary Sewer Collection System (PSSCS); 4) is connected to a separate septic system; or 5) does not meet definition of "sale of property". Qualified Contractor notifies Property Owner to submit Exemption Form. Please visit [www.morgan-hill.ca.gov/2302/Utility-Inspections-at-Property-Sale](http://www.morgan-hill.ca.gov/2302/Utility-Inspections-at-Property-Sale)

Pipe Size: \_\_\_\_\_ Pipe Material: \_\_\_\_\_

CCTV Date: \_\_\_\_\_ Time: \_\_\_\_\_

Camera Direction - With flow: \_\_\_\_\_ Against flow: \_\_\_\_\_ Total length: \_\_\_\_\_ feet

Observation Codes:

*The PSL fails inspection if any of the following observations noted in bold, or other noted deficiencies shall cause and contribute to any overflows within the public sewer system or private sewer lateral (B, C, DC, I, O, R, and S).*

<b>B</b>	<b>BROKEN OR MISSING PIPE OR JOINTS</b>	<b>R</b>	<b>ROOTS</b>
<b>C</b>	<b>CRACKED OR FRACTURED PIPE OR JOINTS</b>	<b>S</b>	<b>SAG (&gt;50%)</b>
<b>DC</b>	<b>OTHER DRAINAGE CONNECTION (NOT SEWER)</b>	D	SOLIDS/DEBRIS
<b>I</b>	<b>INFILTRATION OR EXFILTRATION</b>	G	GREASE DEPOSITS
<b>O</b>	<b>OFFSET JOINTS (&gt;1 pipe wall thickness)</b>	OR	PIPE OUT OF ROUND

### Inspection Log

Code	Distance	Observation

## Site Sketch



Sketch of lateral, lot and building referenced to front curb or edge of pavement and side property lines where possible. Note: Spacing of cleanouts and entry location for insertion of camera.

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## WATER CONSERVATION INSPECTION

### Inspection Details:

- All toilets on the parcel are rated to use a maximum **1.28 gallons of water or less per flush**
- If applicable, all pre-existing toilets on parcel do not use more than 1.6 gallons of water per flush
- All showerheads on parcel are rated to use a maximum of **1.8 gallons of water per minute**
- If applicable, all urinals and associated flush valves on parcel are rated to use a maximum of **0.125 gallons of water per flush**
- Not applicable for plumbing fixture inspection. Property meets one of the following criteria: 1) built in 1994 or later; 2) connected to a private well; 3) structures are historically significant; or 4) city manager or designee determines building drainage system is incompatible with high efficiency toilet specifications

Same inspector as Private Sewer Lateral?  Yes  No

**If no, fill in Licensed plumber information:**

Licensed Plumber's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

C-36 Contractor's License # \_\_\_\_\_ City of Morgan Hill Business License # \_\_\_\_\_

# INSPECTION RESULTS

## Private Sewer Lateral

- Passed Inspection** – Submit passing inspection report form and video footage to [PSL.WC@morganhill.ca.gov](mailto:PSL.WC@morganhill.ca.gov).
- Failed Inspection** – Repair sewer lateral per Plumber Recommendations or complete the Transfer of Responsibility Form. Then complete a new inspection and email the new passing inspection report form and video footage to [PSL.WC@morganhill.ca.gov](mailto:PSL.WC@morganhill.ca.gov).

## Water Conservation

- Passed Inspection** – Submit passing inspection report form to [PSL.WC@morganhill.ca.gov](mailto:PSL.WC@morganhill.ca.gov).
- Failed Inspection** – Retrofit all identified fixtures noted by licensed plumber or complete Transfer of Responsibility Form. Then complete a new inspection and email the new passing inspection report to [PSL.WC@morganhill.ca.gov](mailto:PSL.WC@morganhill.ca.gov).

I certify that information, recommended repairs and/or retrofits, and video recording I have provided with this form are true and correct.

Qualified Plumber's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<p><b>FOR CITY OFFICIAL USE ONLY</b></p> <p>Date: _____ Staff Signature/Stamp: _____</p>
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## PLUMBING COMPANY RECOMMENDATIONS and/or NOTES

Private Sewer Lateral:

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Water Conservation:

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