



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 2024, any homes built in 2008 or earlier must be inspected. Please note this will perpetually change each year, so in 2025 any homes built in 2009 or earlier must be inspected.
- ☐ The inspection must be conducted by a Qualified Contractor from the City provided List of Qualified Contractors.
 - 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). Please see the list provided on the website (link below).
- ☐ 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
 - 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 website (link below).

Plumbing Fixtures:

- ☐ Complete inspection if property is built in 1993 or earlier. Properties built in 1994 or later are exempt.
- ☐ The inspection must be completed by a Licensed Plumber.
 - Per ordinance No. 2323 a Plumbing Fixture 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 website (link below).

Submission Checklist:

1. Complete Utility Inspection Report (private sewer lateral and 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 for review and request a Dropbox link to upload CCTV.

Visit the homepage for more information and Forms:

<https://www.morganhill.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.**

This section (below) is for the *Property Owner* to complete:

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 Contractor (below).

Property Owner's Printed Name: _____

Property Owner's Signature: _____ **Date:** _____

This section (below) is for the *Qualified Contractor or Licensed Plumber* to complete:

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 or licensed plumber 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 Printed Name: _____

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 chosen from the City's provided list (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 Plumbing Fixture 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. (Note – having a cleanout is not required.)
- ☐ More than one building structure at this address is served by the private lateral.
- ☐ Was not able to complete the Private Sewer Lateral Inspection, **see notes below**.
- ☐ Not applicable for the private sewer lateral inspection. Property meets one of the following criteria:
☐ built 15 years or earlier before property sale date; ☐ inspected by city standards 10 years or earlier before property sale date, ☐ is a part of a Private Sanitary Sewer Collection System (PSSCS); ☐ is connected to a separate septic system; or ☐ does not meet definition of “sale of property”. Qualified Contractor notifies Property Owner to submit Exemption Form located on our website: <https://www.morganhill.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 inspection fails if any of the following observations noted below are found, or other noted deficiencies shall cause and contribute to any overflows within the public sewer system or private sewer lateral (B, C, DC, I, R, S, and O).

B	BROKEN OR MISSING PIPE OR JOINTS	R	ROOTS (all roots, including fine roots)
C	CRACKED OR FRACTURED PIPE OR JOINTS	S	SAG (>50%)
DC	OTHER DRAINAGE CONNECTION (NOT SEWER)	O	OFFSET JOINTS (>1 pipe wall thickness)
I	INFILTRATION OR EXFILTRATION		

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.

PLUMBING FIXTURE INSPECTION

Inspection Details: (Note - select all that apply in each of the categories below.)

- Passing Toilet requirements:
 - ☐ All toilets on the parcel are rated to use a **maximum 1.28 gallons of water or less per flush**; or
 - ☐ All toilets on parcel **do not use more than 1.6 gallons** of water per flush
- Passing Showerhead requirements:
 - ☐ All showerheads on parcel designated as an **USEPA WasterSense** fixture; or
 - ☐ All showerheads are rated to use a maximum of **1.8 gallons of water per minute**
- Passing Urinal requirements:
 - ☐ If applicable, all urinals and associated flush valves on parcel are rated to use a maximum of **0.125 gallons of water per flush**
- Failing Plumbing Fixture Details:
 - ☐ Not all plumbing fixtures on the parcel meet the criteria above, **see notes below**
 - ☐ Was not able to complete the Plumbing Fixture Inspection, **see notes below**
- Exemption - Not applicable for Plumbing Fixture Inspection. Property meets one of the following criteria:
 - ☐ built in 1994 or later; ☐ connected to a private well; ☐ structures are historically significant; or ☐ city manager or designee determines building drainage system is incompatible with high efficiency toilet specifications. Licensed Plumber notifies Property Owner to submit Exemption Form located on our website <https://www.morganhill.ca.gov/2302/Utility-Inspections-at-Property-Sale>

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.
- ☐ **Failed Inspection** – Repair sewer lateral per Qualified Contractor Recommendations, then complete a new inspection and email the new passing inspection report form and video footage to PSL.WC@morganhill.ca.gov or complete the Transfer of Responsibility Form.

Plumbing Fixtures:

- ☐ **Passed Inspection** – Submit passing inspection report form to 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.

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:** _____

FOR CITY OFFICIAL USE ONLY

Date: _____ Staff Signature/Stamp: _____

PLUMBING COMPANY RECOMMENDATIONS and/or NOTES

Private Sewer Lateral:

Plumbing Fixtures:
