



**City of South San Francisco**  
 Engineering Division  
 315 Maple Ave.  
 South San Francisco, CA 94080  
 Phone: (650) 829-6652  
 Fax: (650) 829-6689  
 Email: [engdevelopment@ssf.net](mailto:engdevelopment@ssf.net)

## Application for SEWER LATERAL COMPLIANCE CERTIFICATE

**Instructions:** Fill out all information on this form and have a licensed plumber perform a video inspection of the sewer lateral. If this is for a property within the Westborough Water District see section at bottom of this page. The video must be in an electronic format and the licensed plumber must fill out the Sewer Lateral Video Inspection Report (page 2 of this application). Email application, video inspection report, the video file to [engdevelopment@ssf.net](mailto:engdevelopment@ssf.net). Please allow 5-10 business days to review the video. Upon completion of video review, the applicant will receive an email with a Compliance Certificate or a Deficiency Notice.

<b>Property Address:</b>	<b>Date:</b>
	<b>Parcel Number:</b>

**Property Owner or Buyer Information:**

<b>Name:</b>		<b>Email:</b>	
<b>Address:</b>	<b>City:</b>	<b>State &amp; Zip:</b>	<b>Phone:</b>

**This application is required due to:**   
 Transfer of Ownership:    
 Change of Building Use:    
 Repair/Replacement:   
   
 Property Remodel:    
 Certificate of Occupancy:

**Certificate Mailing Information:**

<b>Name:</b>		<b>Title:</b>	
<b>Company:</b>		<b>Email:</b>	
<b>Address:</b>	<b>City:</b>	<b>State &amp; Zip:</b>	<b>Phone:</b>

<b>Signature of Applicant:</b>	<b>Date:</b>

**PROPERTIES LOCATED IN THE WESTBOROUGH WATER DISTRICT**

The City of South San Francisco does not issue compliance certificates to properties located in the Westborough Water District. If there are any questions you have regarding your sewer lateral, please contact the Westborough Water District either by calling (650-589-1435) or email ([wwd@westboroughwater.org](mailto:wwd@westboroughwater.org)).



## SEWER LATERAL VIDEO INSPECTION REPORT

**Instructions:** This form is to be filled out by the licensed plumber/contractor conducting the video inspection. This report will assist the city representative in determining whether the sewer lateral is in compliance with the South San Francisco Municipal Code section 14.14, Sewer Lateral Maintenance Construction and Inspection. The City may reject the video file and ask for resubmission if the video does not meet requirements below.

**VIDEO REQUIREMENTS:**

- Must be an original video file (not an external recording of a video via smartphone, etc.)
- Video in color and image clear
- Show address of property on continuous video
- Show date and time stamp on video
- Clearly show cleanout or access point
- Running foot or time marker visible
- Briefly stop at joints to show integrity
- Identify where building drain ends and sewer lateral begins
- Show lateral from structure to City main connection
- Write date and address of property on video file

<b>Property Address:</b>	<b>Inspection Date:</b>
<b>Plumber/Contractor:</b>	<b>Plumber/Contractor Phone:</b>

**Sidewalk Clean-out:**    YES    NO

**Building Clean-out:**    YES    NO

**Backwater valve:**    YES    NO

<b>Pipe Material:</b>
<b>Video Starting Location:</b>
<b>Video Ending Location:</b>

**General Video Notes:**

Footage	Description

**Aerial Sketch (Rough sketch, not to scale)**

**Additional Comments:**

**For Office Use Only:**  
 Lateral in compliance:  YES     NO

If no, required improvements:

<b>Date Video Reviewed:</b>
<b>Reviewed By:</b>
<b>Signature:</b>