

## Steps

1

### **Locate the Property Line**

Locate the property's property line **first** to know where you need to excavate to disconnect the building sewer lateral, and where to install the property line cleanout before the new building is completed. Use on-site construction plans, if available, to locate the property line. The property owner is responsible to determine the legal location of the property line per District Ordinance Code section 6.100 (C) (3) (b).

2

### **Verify Building Connection to Sewer Lateral**

Verify the exact number and location of sewer laterals connected to the building being demolished to ensure all building sewer lateral connections will be disconnected.

3

### **Disconnect and Cap Sewer Lateral & Install Marker**

Disconnect building sewer lateral at the property line and temporarily cap based on Figure 1. Install location marker, in accordance with Figure 1, in order to ensure the property line cleanout, that is typically constructed several months later, will be installed in the correct location.

4

### **Email Photos of Permit Work to Initiate Inspection**

Email to [permits.inspection@westvalleysan.org](mailto:permits.inspection@westvalleysan.org)

1) work site address; 2) overall photo; and 3) photo of capped sewer lateral and installed location marker.



Email with photos to initiate inspection

The District will inspect the disconnect work once the submitted information is complete and has been assessed.

5

### **District Performs On-site Inspection**

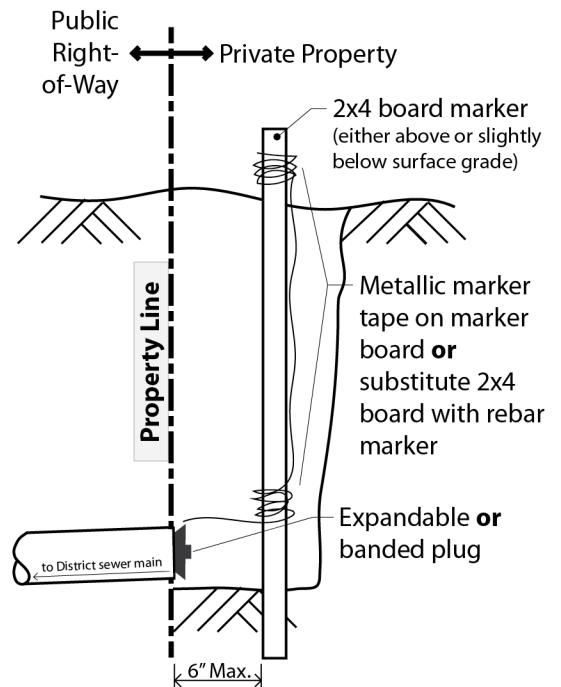
The District does not require the property owner/contractor to be present at the time of inspection. Once the District assesses your disconnection, the point of contact will be notified of the results of the inspection.

6

### **Get Local Agency Demolition Sheet Signed**

Once the inspection has been approved, the local agency demolition sheet can be signed by the District by:

- leaving it on the job-site;
- bringing it to the District office by requesting a counter appointment via email sent to [permits.inspection@westvalleysan.org](mailto:permits.inspection@westvalleysan.org); or
- if allowed by the local agency, emailing it to [permits.inspection@westvalleysan.org](mailto:permits.inspection@westvalleysan.org) to be signed, scanned, and emailed back.



**FIGURE 1.** Cutting, plugging, and marking for temporary disconnection of building sewer lateral.