

City of Woodland

COMMUNITY DEVELOPMENT DEPARTMENT

ENGINEERING DIVISION

520 COURT STREET WOODLAND, CA 95695

(530) 661-5820 (530) 406-0832 FAX

<http://www.cityofwoodland.org>

Backflow Prevention Permitting Requirements

Encroachment Permit

Backflow device **replacement** or **installation** requires an encroachment permit from the Community Development Department Engineering Division. The permitting process allows City staff to ensure the device is installed to meet current City of Woodland Engineering Standards, as well as placing the new device in the annual test database. Engineering staff will work closely with the Public Works Department to ensure adequate protection of the City's water system.

Permit Process

1. Submit permit application by mail, email, fax, or in person to the Community Development Department.
2. Application shall include estimated start date, device to be installed, meter and line size, and signature agreeing to the City's General Provisions from the second page of the permit application. Include a sketch showing the exact location of the backflow device installation.
3. City Engineering staff will review permit and location. Applicant will be contacted when the permit is approved with the total amount of fees due (see fee section below). Once permit fees are paid, the permit will be issued. Please allow 3 to 5 business days for approval.
4. Applicant will contact inspector to schedule start of work 48 hours prior to start date. Install device to City of Woodland Engineering Standards. ****Please note that replacement of an existing device will require the full setting of the device to be brought up to current standards (plumbing and concrete pad). ****
5. When installation is complete, applicant shall have the device tested by a certified backflow tester from the City's approved list. Applicant must submit the test results directly to the Public Works Department at **655 N. Pioneer Ave**, in person or by mail, hand delivery preferred.

Contractor shall have a valid City of Woodland Business License to do work within City limits.

Know Your Stuff!

The applicant/contractor is responsible for knowing and staying up to date with current standards, which *do* change from time to time. **It is not the City inspector's responsibility to tell you how to do the job, only to verify you are doing it correctly!** Please learn the City's requirements and be prepared to do the job correctly the first time!

FEES

For simple backflow device installations of 2" and smaller, the minimum permit fee of **\$302** will be due.

For larger devices, multiple devices at a single location, or complicated installations, inspection fees will be more, to be determined on a case by case basis during the review process. Issuance fee will be \$151, inspection fee \$151 per hour.

Fee Note:

Quoted fees are from the City of Woodland Comprehensive Fee Schedule for 2013. The fee schedule is updated each July 1.

7.16 BACKFLOW PREVENTION

All non-residential domestic and irrigation water services and private water conveyance systems shall include backflow prevention assemblies. Backflow prevention assemblies are also required for residential water services which have access to water from private wells, or any other alternate water supplies such as reclaimed water, or graywater. Fire service lines will require backflow prevention assemblies where there are onsite private water storage facilities or booster pumps or as determined by the Fire Marshal. All backflow prevention assembly installations shall be located on the customer side of the water meter and within P.U.E. or public Right of Way.

Selection of the appropriate backflow prevention assembly shall be based on general level of hazard. The following table presents levels of hazard and associated acceptable backflow prevention assemblies:

BACKFLOW PREVENTION ASSEMBLY SELECTION	
APPLICATION	TYPE
Residential site w/ alternate water supply	Double Check Valve Assembly
All normal commercial & industrial sites	Double Check Valve Assembly
Special Hazard	Reduced Pressure Principle Assembly or Air Gap
Fire Service	Double Check Valve Detector Check Assembly

Only backflow prevention assemblies on the annually updated list approved by the State of California, Department of Health Services shall be considered for service installation. A list of approved backflow prevention assemblies is available upon request at the Public Works Department, Utilities Branch offices, 655 N. Pioneer Avenue, Woodland. The list is also available on the city website at Cityofwoodland.org, Public Works Dept, Backflow Information, Cross Connection Program.

K. Backflow Prevention Assemblies:

Installation of backflow prevention assemblies shall comply with Details 0760, 0761 or 0762 as appropriate.

All assemblies shall be tested at the time of installation by an AWWA certified and City approved tester. Test forms shall be obtained from, and copies of test results shall be submitted to the City of Woodland, Public Works Department, Operations & Maintenance Division, 655 North Pioneer Avenue, Woodland, CA 95776. A list of certified and approved testers is also available from the Operations & Maintenance Division.

L. Flanges, Bolts and Gaskets:

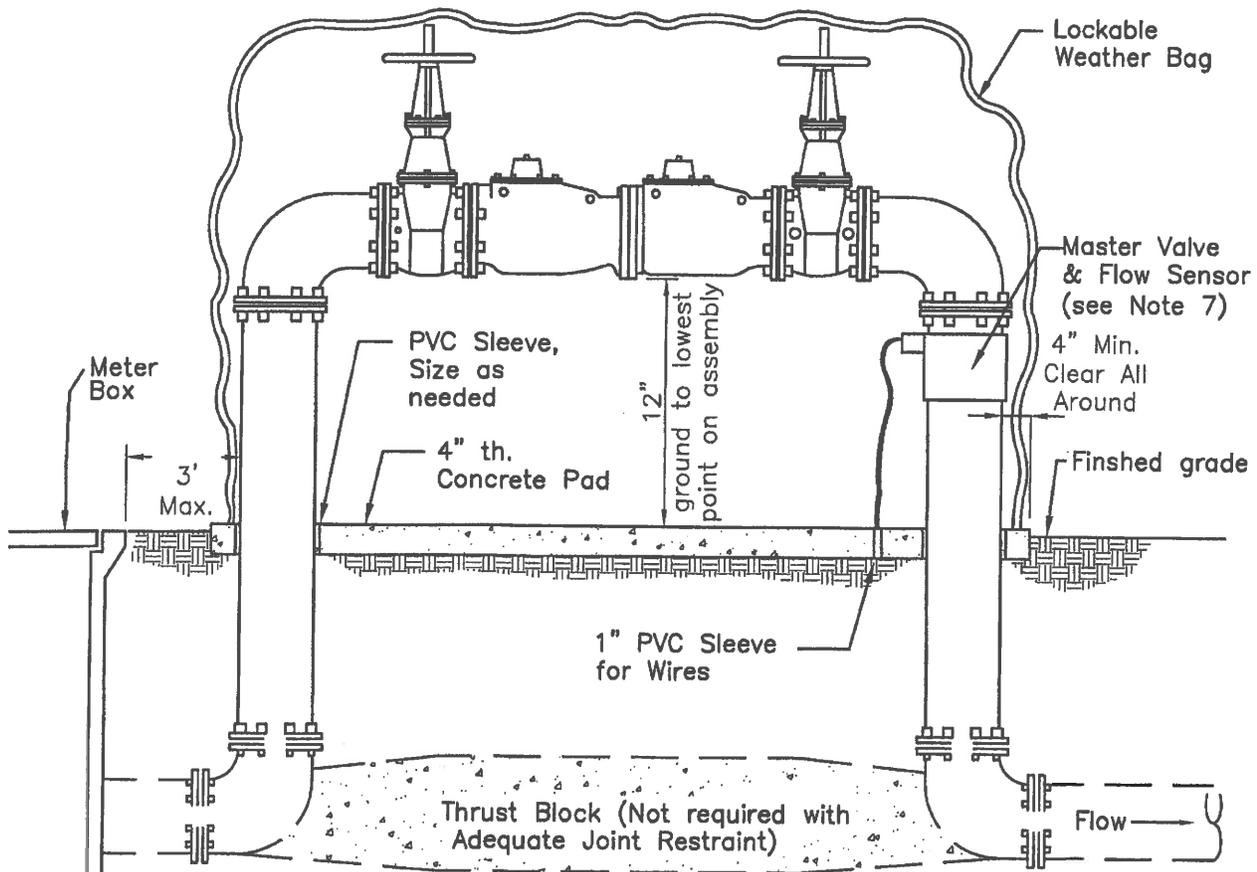
Flanges shall be flat-faced and meet either the requirements of AWWA C207 for steel hub type flange fittings, or AWWA C110 Section 10-18 for ductile iron fittings. The flanges shall be marked with the size, name or trademark of the manufacturer and with the AWWA Class; i.e., "E", or pressure rating.

Gaskets shall be 1/8" thick and be of the full face self centered cloth impregnated type. Rubber rings shall conform to the "Standard Specifications for Elastomeric Seals (Gaskets) for Joining Plastic Pipe" (ASTM F477).

Bolt threads shall be lubricated with graphite and oil prior to installation. Bolts and nuts shall be 316 stainless steel coated with bituminous coating. The following table shows the bolt pattern for ASME/ANSI 16.1 Class 125 cast iron flange. This

NOTES:

1. Install Backflow Prevention Assembly above finished grade. Provide 2' of horizontal clearance for testing access and maintenance.
2. Certification Test required prior to final approval. Contact City Municipal Service Center, (530) 661-5962 for testing information, forms and current list of certified testers.
3. Locate within the P.U.E. adjacent to the public right of way.
4. Use insulating flange kit in bolted flanges between assembly and meter box for 2" and larger devices. See Detail 0712.
5. See State Department of Health's current approved list of assemblies for acceptable models. List is available at Public Works offices, Municipal Service Center.
6. Provide enclosure or other method of screening with landscaping or architectural features. Enclosure to be green or similar to blend in with other features.
7. On City maintained irrigation connections, provide master valve and flow sensor.

**TYPICAL SIDE VIEW**

REVISION

Clarify Notes and Annotations



CITY OF WOODLAND
COMMUNITY DEVELOPMENT DEPARTMENT
ENGINEERING DIVISION

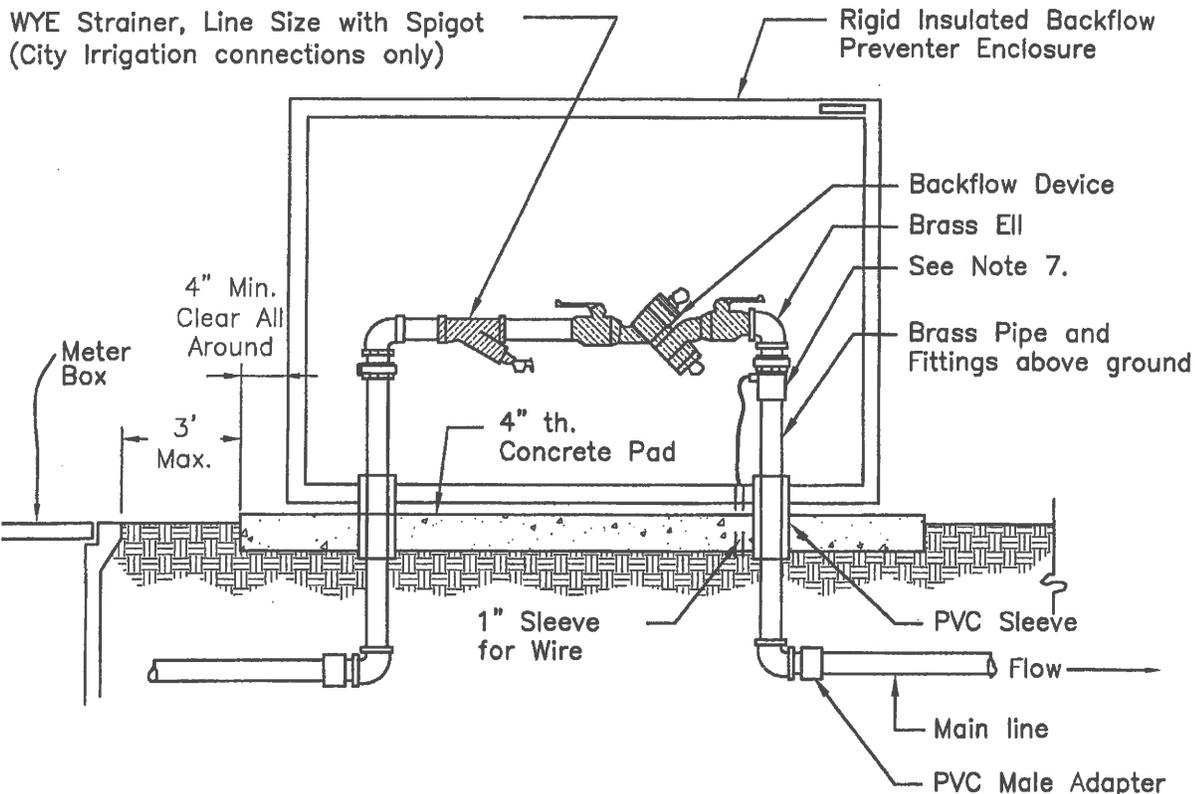
APPROVED BY *Brent Meyer*
DATE 11/22/10 BRENT MEYER, CITY ENGINEER

**Backflow Prevention
Assembly: 4" Dia.
and Larger**

0760

NOTES:

1. Install Backflow Prevention Assembly above finished grade. Provide 2' of horizontal clearance for testing access and maintenance.
2. Certification Test required prior to final approval. Contact City Municipal Service Center, (530) 661-5962 for testing information, forms and current list of certified testers.
3. Locate within the P.U.E. adjacent to the public right of way.
4. Use insulating flange kit in bolted flanges between assembly and meter box for 2" and larger devices. See Detail 0712.
5. See State Department of Health's current approved list of assemblies for acceptable models. List is available at Public Works offices, Municipal Service Center.
6. Provide rigid enclosure to prevent tampering. Green color or similar to blend in with adjacent features, epoxy fusion coating or equivalent method.
7. On City maintained irrigation connections, provide master valve and flow sensor.



TYPICAL SIDE VIEW

REVISION

Clarify Notes and annotations



CITY OF WOODLAND
COMMUNITY DEVELOPMENT DEPARTMENT
ENGINEERING DIVISION

APPROVED BY *Brent Meyer*
DATE 11-22-10 BRENT MEYER, CITY ENGINEER

Backflow Prevention
Assembly: Less than
4" Dia.

0761

ENCROACHMENT PERMIT APPLICATION

Please fill out completely

Location of Work: _____

Improvements or Impact to ROW: _____

- Improvement Plans or Drawing Attached (Please attach a drawing showing the location of work to be done)
- Traffic Control Plan (For sidewalk, lane, or road closure)
- Engineer's Estimate of Cost or Contractor's Bid Amount: _____
- Plan Check Deposit for 3% of Cost Estimate (Full Improvement Plans Only)

Estimated Starting Date: _____

Estimated Time to Complete: _____

The undersigned does hereby agree to comply with the current City of Woodland Standard Specifications and Details, City ordinances, and *with the Rules and Regulations as stated on the reverse side of this permit*. Application will not be processed without a signature.

APPLICANT'S SIGNATURE: _____

DATE: _____

PRINT NAME CLEARLY: _____

APPLICANT INFORMATION

(To be contacted with permit questions)

Name, Company: _____

Name, Person: _____

Title: _____

Address: _____

City, State, Zip: _____

Office Phone: _____

Cell Phone: _____

Other: _____

- Owner
- Contractor
- Other _____

FIELD CONTACT

(To be contacted with construction questions)

Name, Company: _____

Name, Person: _____

Title: _____

Best Phone: _____

ENGINEER/ARCHITECT

Name, Company: _____

Name, Person: _____

Title: _____

Best Phone: _____

BILLING INFORMATION

Company: _____

Contact Name: _____

Address: _____

City, ST, Zip: _____

Phone: _____

Customer Job#: _____

Billing available for public utility companies only.

OFFICE USE ONLY

Field Review by: _____

Date: _____

- Field Review Approved
- TCP Routed
- Field Notes: _____
- TCP Approved

Permit #
ENCR- -

Fees Due:	
Permit	\$151.00
Inspection	\$ _____
Tap Fees	\$ _____
Other	\$ _____
Total Permit Fees	\$ _____
Plan Check Paid	\$ _____
Balance Due	\$ _____
PAID	

Submitted by:

- Counter
- Fax
- Mail
- Email

Billing Info:

TO BE BILLED

of Insp. Hours _____

Customer # _____

Billing # _____

Billing Date _____

Bill Sent _____

- Payment Received
- Receipt Date _____
- Receipt # _____

VALIDATION

GENERAL PROVISIONS

1. **NOTIFICATION OF POLICE, FIRE, AND PUBLIC WORKS DEPARTMENTS** – When streets are to be blocked, the Police, Fire, and Public Works Departments are to be notified each day the street is to be blocked and/or when traffic is delayed or hindered. Access to fire hydrants shall be maintained at all times. Streets will not be closed without prior approval of the Public Works Director or his authorized representative. *Call County Communications at (530) 666-8920.*
2. **VALIDATION** – This permit is not valid unless signed by the Public Works Director or his authorized representative.
3. **REVOCATION** – This permit is non-transferable and is void if work is not completed prior to expiration date. An extension may be granted if such extension is requested forty-eight (48) hours before the permit expires.
4. **ACCEPTANCE OF PROVISIONS** – It is understood and agreed by the permittee that the doing of any work under the permit shall constitute an acceptance of the provisions.
5. **KEEP PERMIT ON JOBSITE** – This permit shall be kept on the jobsite and must be shown to any representative of the City of Woodland upon request.
6. **INSPECTION AND APPROVAL** – A minimum of twenty-four (24) hours notice shall be required prior to placing any backfill, connection to any existing facility or the placement of any concrete or paving work. Inspection shall not be deemed a waiver on the part of the City of the right to demand correction of defects discovered at a subsequent date.
7. **STANDARD SPECIFICATIONS** – All work shall conform to the City of Woodland Standard Specifications and Details and the State of California Standard Specifications.
8. **MINIMUM INTERFERENCE WITH THE PROTECTION OF TRAFFIC** – All work shall be planned and carried out so there will be the least possible inconvenience to the traveling public. Placing of lights, barricades, warning signs and other safety devices required for public safety shall be the responsibility of the permittee. All safety provisions and devices shall conform to the requirements of the current edition of California Manual of Uniform Traffic Control Devices.
9. **FAILURE TO COMPLY WITH GENERAL PROVISIONS** – The permittee agrees to reimburse the City for performing all work and furnishing all material to correct any failure to comply with these provisions as well as all applicable City Ordinances and Standard Specifications currently in effect.
10. **NOTIFICATION OF UTILITY COMPANY** – The permittee shall notify utility companies two (2) working days prior to beginning any construction which may involve underground or overhead facilities and will pay all expenses for any removal or relocation necessary. Notification shall be given through Underground Service Alert (USA) 1-800-227-2600. Valves on water mains may not be turned off without permission of the Public Works Director or his authorized representative.
11. **CLEANUP OF JOBSITE** – The permittee will remove all refuse material from the jobsite within three (3) days after completion of the work.
12. **DELINQUENT BILLS** – Failure to pay any delinquent bill accrued under any previous permit issued by the Public Works Department will be cause for rendering the applicant ineligible for any other permit from the Public Works Department until such bill is paid.
13. **MEETING EXISTING IMPROVEMENT** – The permittee is responsible for meeting all adjacent frontage improvements such as paving and sidewalks.
14. **MAINTENANCE AND REPAIR** – The permittee is responsible for the maintenance and repair of encroachment for a period of one (1) year after acceptance by the City.

TO THE PERMITTEE

To provide a more efficient and economical inspection service for Encroachment Permit construction, we are asking that the following procedure be followed by all permittees when work authorized by the permit will be required by the City.

1. Notify the inspector at least forty-eight (48) hours prior to the start of work.
2. Discuss with the inspector any unusual or difficult features of the construction.
3. Notify the inspector one (1) day in advance to cancel a scheduled inspection or to request an additional or earlier inspection.
4. Notify the inspector upon completion of construction (530) 661-5961.

INSPECTION SCHEDULE

Listed below are several types of construction and points at which inspection must be made prior to continuing construction operations. Unauthorized continuance of construction beyond an inspection point may result in rejection of all work.

CONCRETE

1. Grade and excavation before forming.
2. Forms before placement of concrete.
3. Cleanup and final approval.

PIPE LAYING

1. Excavation and bedding.
2. Pipe laying.
3. Backfill (compaction test may be required)
4. Final approval.

TRENCHING

1. Prior to backfill.
2. Prior to placing concrete cap.
3. Prior to and after paving.

Read Initials