

Remote Sewer Lateral Inspection Review Process for Certificate of Compliance (COC)

1. Electronic/Online video inspection submission (**Preferred Method**)
 - a. Sewer Lateral Video inspection(s) can be submitted electronically as follows:
 - i. Email video inspection(s) to permits@wcwd.
 - ii. Use Dropbox and email the Dropbox link to permits@wcwd.
 - b. When submitting the video inspection, please include in **subject line** the **address** where the video inspection was completed.
 - c. In the email body, please include owner's address and contact information, contractor's address and contact information, and include the email addresses of the parties to receive the results
 - d. A discrepancy report will be sent via email in 1-3 days to the owner and contractor

2. Physical video inspection submission requirements
 - a. Video inspection(s) must be recorded on DVD, thumb drive or SD card for submittal
 - b. Sewer lateral video must be placed on a DVD, thumb drive or SD Card and mailed to the District at 2910 Hilltop Dr. Richmond ZIP CODE or placed in the drop box at that address with the following information:
 - i. Owner's name and contact information
 - ii. Contractors name and contact information
 - iii. Address of the property from which the video was recorded
 - iv. Include email(s) of the parties awaiting video inspection results
 - c. Video will take 1-3 day for review
 - d. A discrepancy report will be sent via email to the owner and contractor