

# 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 [inspections@wcvd.org](mailto:inspections@wcvd.org)
    - ii. Use Dropbox and email the Dropbox link to [inspections@wcvd.org](mailto:inspections@wcvd.org)
  - b. When submitting the video inspection, please include in the subject line the address where the video inspection was completed.
  - c. In the email body, please include the owner's address and contact information, the 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 a 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 94806 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 days for review
  - d. A discrepancy report will be sent via email to the owner and contractor