NOTE: This flowchart refers to material found in the <u>City of Mountain View</u> <u>Customer Guidelines for Recycled Water Use</u>.

Figure 1a. Steps to Connect to the Mountain View Recycled Water System. Additional steps for Dual-Plumbed systems are shown in Figure 1b.

Customer Actions

City Actions

Steps 1 to 3 Apply to projects that require planning approval for a Development Review Permit.

- 1. Applicant develops conceptual recycled water plans and submits to the Planning Division.
- 2. City issues conditions for development.
- 3. Final planning approval issued.
- **4a.** Prepare the recycled water submittal items, in addition to other required building permit documents and submit to the Building Division:
- Recycled Water Use Permit Application (Appendix D)
- Recycled Water Plans
- Provide a letter identifying the special inspector (Engineer of Record, Architect of Record, or other approved individual).
- 6. Applicant makes corrections and resubmits to the City.
- **9.** Contractor picks up permit from the Building Division, this will include paying and signing for permit.
- 10. Begin construction.
- **11.** Approved special inspector performs construction inspection for conformance with approved plans (e.g. pipe class, color, marking, depth, separation, etc.).

Once complete, approved special inspector submits inspection letter/report to Building Division inspector.

- 12. Schedule special inspection with Building Division.
- **14a.** Coordinate with the City to schedule inspections with the Public Works Department.

- **17.** Applicant makes corrections and notifies the Public Services Division contractor.
- **20.** Coordinate with the City to schedule final inspection with Building Division.
- **21.** Site Supervisor performs coverage test and submits form to the Building Division at final inspection **(Appendix H)**.
- **24a.** Prior to June 1st of each year, submit form to the Public Services Division:
- Self-Inspection Form (Appendix I).

- **5a.** City reviews documents for conformance with the City's standards. Should the plans require revisions, the City returns plans to applicant to address comments and resubmit.
- 7. Public Works Department issues excavation permit.
- **8.** Building Division approves building permit once all City conditions have been met. Project placed at counter for permit issuance.

- **13.** Building Division inspector reviews and verifies inspection report in field.
- **15a.** Public Works Department performs inspection of work under excavation permit (e.g. backflow devices, recycled and potable meters, etc.).
- **16a.** Public Services Division contractor performs cross-connection test using temporary potable water jumper:
- Check all potable and recycled fixtures for cross-connection.
- Check that tags and signs are installed as indicated on plans.
- Notifies applicant if items need to be adjusted or fixed.
- **18.** Public Services Division will submit form to Building Division once cross-connection test and corrections are deemed complete.
- **19.** Public Services Division activates recycled water meter and sets up a utility billing account.
- **22.** Public Works Department signs off on final building permit when excavation permit work is complete.
- 23. Building Division finalizes building permit.

NOTE: This flowchart refers to material found in the <u>City of Mountain View</u> Customer Guidelines for Recycled Water Use.

Figure 1b. Additional steps for Dual-Plumbed systems to connect to the Mountain View Recycled Water System.

Dual Plumbed Systems should follow the rules and regulations put forth by the City of Mountain View, the California Code of Regulations (Title 22, Division 4), and the California Plumbing Code (Chapter 16A).

Customer Actions

City Actions

4b. The items in the Dual Plumbing Engineering Report is listed in Title 22 of the California Code of Regulations (**Appendix K**) which includes the following:

- Description of the intended use area.
- Plans and specifications.
- Methods to be used by the recycled water agency to assure that the installation and operation of the dual plumbed system will not result in cross connections.

5b. For sites using recycled water for indoor purposes, submit Dual Plumbing Engineering Report to Public Services.

The City will submit Dual Plumbing Engineering Report to the California Department of Public Health (CDPH) once City staff deems recycled water plans complete. CDPH review and approval could take 30 days or more.

14b. Notify Building Division for inspection.

15b. Building Division performs inspection of the dual plumbed system to check for compliance with the California Plumbing Code CH 16A (e.g. piping, material, fixtures, labeling).

16b. Public Services Division contractor performs crossconnection test using temporary potable water jumper:

- Check all potable and recycled fixtures for cross-connection.
- Check that tags and signs are installed as indicated on plans.
- Perform a Visual cross-connection system inspection every year
- Perform a Physical cross-connection test every four (4) years

24b. Prior to June 1st, submit forms to the Public Services Division (**Appendix G**):

- Annual self-inspection form.
- Cross-connection test every four (4) years.