



WSSC Regulatory Services Division

Master Plumber & Gasfitter Newsletter

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Inside this issue:

*Legislative Action
Drives Urgent Code
Change.....1*

*WSSC Small Meter
Ordering.....1*

*Special
Announcements
Regarding WSSC's
ePermitting/ePLans
Review.....2*

*Additional ePermitting
Reminders.....4*

*ePermitting
Reminders.....5*

*A Note Regarding
Permits.....6*

*A Word from the
Cross Connection
Department.....7*

Legislative Action Drives Urgent Code Change

The ink was barely dry on the recent code change cycle (updates effective July 1, 2018) and staff and the plumbing industry were right back in the mix again. A new State law requires WSSC to provide individual water meters to residential condominiums and cooperative ownership buildings in Prince George's County. To meet this new law, a limited number of Code changes were recently approved; the updates became effective March 1, 2019. Changes are available online at [Code Updates](#) or loose copies are available for those possessing or purchasing the *2018 WSSC Plumbing and Fuel Gas Code*.

WSSC Small Inside Meter Ordering

Please follow the link below for information about ordering small WSSC Meters (1" and smaller):

<https://www.wsscwater.com/customer-service/frequently-asked-questions/meter-faqs.html#q4>

There you will find a variety of valuable, usable information including: the email address to place an order, a **New** fillable order form, and updated contact information for the various Depots (Meter Services offices).

Reminder: there is a different procedure for large inside meter orders (1-1/2" and larger). **Do Not** use the form/instructions noted above; simply schedule a large meter inspection request and upon inspection approval, the WSSC Plumbing Inspector will trigger an electronic meter pick-up slip that will come to the plumber via email, in real time.

Special Announcements Regarding WSSC's ePermitting/ePlans Review

Are you waiting for a building permit number or the building permit issuance, prior to submitting for the WSSC Plumbing/Fuel Gas Permit?

- **Please Do Not Wait!** There is no such requirement or need to wait.
- We encourage everyone to submit your applications early, especially for projects where plan review is needed; let's get those applications submitted, so we can get our review started.
- On the ePermitting application there is a box/empty field asking for the building permit number; you **are not required** to answer this question. So, simply leave the box blank, when it is not known or not issued (at the time you are completing the plumbing/gas permit application).

Other improvements:

- An Engineer can submit ahead of the contract award to the plumber:
 - Choose "Plans Submitter" as the 'Contact type' when completing the permit application. This will result in an email invitation being sent to the engineer to upload plans for review.
 - Add a note to the comments section: "Submitting this application to facilitate plans review ahead of contract award to the plumber."
 - Review can/will progress to approval, but the permit application will be held until a WSSC licensed Master Plumber is added.

Requests to add the plumber shall be forwarded to
DSGIntake@wsscwater.com.

- Engineer or plumber can submit ahead of site utility approval/service connections:
 - Add a note to the comments section: "Submitting this application to facilitate plans review ahead of site utility approval/service connections; and ahead of plumber, if applicable."
 - Complete set of plans required, WSSC staff will review entire job scope. However, WSSC will hold final permit/plan approval until the SU/connections are approved. Under certain conditions, WSSC staff may allow the issuance a 'Ground Work Only' (GWO) permit. See specific GWO procedures below.
- 'Ground Work Only' permits/Plans Approval:
 - Limited to certain large-scale projects; WSSC pre-approval required prior to submittal.
 - Factors for consideration will include but not limited to:
 - Delays in water/sewer extensions, site utilities, service connections.

- Extensive vertical construction, where plumbing/mechanical design is behind schedule, but foundation/ground works construction has commenced.
 - In concert with a County approved Foundation-Only permit.
- New Intake review – Review of Plan Submittals for minimum submittal requirements:
- Plans will be screened for minimum required submittal required upon each submittal.
 - Refer to the Plans Review rejection checklist for mandatory items.
 - A new **Rejection Fee** will begin being assessed July 1.

For Plans Review related inquiries, please contact us at plumbingplansreview@wsscwater.com or call 301-206-8886.

Additional Important ePermitting Reminders!!!

Plumbing Permits:

- Important to secure a SDC Fixture Credit, if increasing existing water/sewer connections or water meter sizes.
- When transferring an open Plumbing/Gasfitting permit you as the Principal Master Plumber/Gasfitter will need to apply for a “Transfer Request” online via your ePermitting account. Then you will receive an email from our Request Intake personnel to provide a letter from the owner requesting the transfer from current Principal Master to you as the new Principal Master Plumber. An example of the letter format and required information is available on the WSSC Website via the “Permit Services” Webpage under the sub title Permits.
- Prior to applying for Long Form Plumbing/Gasfitting permits or Short Form permits, check the Principal Master ePermitting Account to make sure that your License credentials are in good standing.
- When applying for Amendments, use the fixture matrix only to list per floor all fixture additions and or deletions – ***Do Not*** use the comments section for this purpose. We will only recognize the matrix portion of the Amendment to make any fixture changes to the permit.
- For the “Small Diameter Service Connection Affidavit” form, be sure to provide **all required** and **accurate information** for this form. Do not upload an incomplete document to your application. Eventually you will need to email this completed form to the Permit Agent processing your permit, since the permit number will not be generated until after you submit your application. This form is required if you have an existing 3/4” WHC with 3 or more toilets or a 1” WHC with 6 or more toilets.
- If you are a Proxy, ***Do Not*** forget that you must always attach the Principal Master Plumber to avoid cancelation of the permit.

Licensing:

If you should have questions about Licensing, we have three ways that you can communicate with us via:

email at Licensing@WSSCwater.com

a telephone call to Licensing help line at (301) 206-8588

or you can still come by and visit us at the Permit Services Counter in Laurel, MD.

Also if your Certificate of Insurance (COI) has expired and needs to be updated, one can now e-mail this form directly to

InsuranceCertificate@WSSCwater.com .

Please know that when you are Renewing your License or updating your Certificate of Insurance, the system does not automatically update this information – it still requires the human touch.

- Your Renewal application will require a review and validation process first by a Permit Agent. Then we will issue an invoice, and once the invoice has been paid the agent will then go back into your License and Activate your License Record, so you can apply for new permits and schedule inspections.
- When updating your COI, please know that the Insurance Specialist must first review the form, and provided there is no missing required information; the Specialist will update the required Insurance fields in the system. Then the insurance specialist will contact Licensing to let us know that the COI has been updated and then the Permit Agent will activate your License in order to complete the process. Once all of this is completed, then you can apply for new permits and schedule inspections.
- Option to renew online, applies only to your license, not your Cross Connection Certification (CC) or insurance.
- CC certificates should be sent in PDF format to, Licensing@wsscwater.com. Your license will be updated, and you will receive an auto-email from the ePermitting system advising of “Awaiting Payment” status. Once paid, an updated license will be mailed to the address on your ePermitting account.
- Do not forget to upload your documents when renewing your license.
- Do not click on the "Calculate Fee"- this function does not work and will sometimes reboot the system and cause you to start over again.

Be sure that whenever you are communicating with us via email pertaining to any Licensing issues, that you state the Principal Master Plumber's License number in the subject line of the email before you send. This will help us to help you!

A Note Regarding Permits and Inspections

No changes have been made with regard to Short Form Permits (SFPs). Address modifications and/or refunds will not be issued. Please ensure correct data prior to each purchase.

For licensed plumbing/gasfitting firms, all scheduling requests should go through your online (CAP) account or the automatic phone system (IVRS). Homeowners may continue scheduling Short Form Permit inspections; remember you are responsible for providing your customer with complete and correct instructions.

As an additional service, homeowners shall be presented with the option of using the interactive voice response system (IVRS). Homeowners may also continue to schedule through Inspection Services at 301-206-4004 or InspectionSupport@wsscwater.com; contractors may only revert to this manual process if special needs or circumstances present.

Access to scheduling Long Form Permit inspections remain with the Master Plumber/Gasfitter and their designated proxies.

If you or your customer seeks a smaller window, outside of the standard 7:30-2:30 inspection timeframe, it will be imperative that you (or they), make contact with the inspectors at their offices, on the morning of the scheduled inspection, from 6:45-7:30; you/they may initiate with *any* inspector, just provide your address or permit number for call routing. Again, be certain to provide your customers with all necessary information including the limited call-in times and applicable phone numbers for the various depots.

Depot Numbers

Temple Hills: 301-206-7302

Anacostia: 301-206-4363

Lyttonsville: 301-206-7340

Seneca: 301-206-7365

A Word from the Cross Connection Department

RSD acknowledges your role in adhering to the Safe Drinking Water Act. You meet with customers regularly to test, repair, make recommendations and to update records. The Cross Connection Department seeks to be your partner in this endeavor.

Our office frequently receives requests from the Cross Connection/Plumbing community to adjust assembly due dates. Property owners can request one-time anniversary date modifications, in writing, for review.

Did you know?

- 1.) Testers should review and follow the 2018 WSSC Guide to Code Consistency with regard to shutting off the water to failed assemblies/devices. The Guide to Code Consistency is located at <https://www.wsscwater.com/codebooks>
- 2.) Effective 3/1/19, the WSSC Commissioners adopted Resolution 2019-2210 which eliminated the requirement to meter water utilized for fire suppression purposes. If you are pursuing installation, replacement, or retrofit of an ASSE 1047 or ASSE 1048, please contact either Don Smith (301)-206-8601 in Prince Georges County or Roland Ray (301)-206-7932 in Montgomery County.

Have you seen our latest updates on WSSC's website? We've included a few tips for submitting test reports and organizational best practices. Check them out here:

<https://www.wsscwater.com/files/live/sites/wssc/files/regulatory/crossconnection/Cross%20Connection%20Test%20Reporting.pdf>
and

<https://www.wsscwater.com/files/live/sites/wssc/files/regulatory/crossconnection/Cross%20Connection%20Control%20e2%80%93%20Updates%20%26%20Selected%20Best%20Practices.pdf>

Be sure to bookmark and check for updates!

Contact Us:

Cross Connection Control Office P.G. Co. 301-206-8601

Cross Connection Control Office Mo. Co. 301-206-7932

Inspection Services 301-206-4004 or

InspectionSupport@wsscwater.com

Licensing 301-206-8588 or Licensing@wsscwater.com

Schedule Inspections 301-206-8383 or

<https://permits.wsscwater.com/EnerGovProd/CitizenAccess/Site/Public/Main>

Permit Services 301-206-4003 or OneStopShop@wsscwater.com

Plans Review and Code Questions 301-206-8886

Certificate of Insurance Fax 301-206-8884 or

InsuranceCertificate@wsscwater.com

Observed Holidays and Closings

May 27th Memorial Day

July 4th Independence Day

Sept 2nd Labor Day

October 14th Holiday

November 12 Veterans Day

November 28th & 29th Thanksgiving
Holiday

December 25th Christmas Holiday



Did we
miss anything? Please send your
comments and suggestions for
future issues to
Renita.Redmon@wsscwater.com