



WSSC Regulatory Services Group

Master Plumber & Gasfitter Newsletter

MAY 23, 2017

SPRING 2017



ALERT: The Regulatory Services Department will be closing at 11AM, Wednesday May 31, 2017; this includes Inspection Scheduling, Plans Review, Permit Services, and Plumbing Inspections. Inspections will be limited on this day as well. Please plan accordingly.

A Word from the Cross Connection Department

RSG 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. WSSC was the *first* agency within this region, enabling online test report submittal. Your feedback has been, and will continue to be welcomed as we make system improvements.

We'll continue down this road of compliance with assistance from you—the plumbing community. Account numbers are required with the submission of each report. You'll need to obtain this information from your customer. As an added tool, account numbers are also referenced on Past Due letters. Be certain you're acquiring the correct mailing addresses for your clients, ensuring that all correspondence is routed from the Cross Connection Department and sent directly to the customer.

Are you familiar with the latest link for test reports? Please double-check your bookmarked sites and update as necessary. You can log in via "My WSSC Water", found on WSSC's main page. <https://my.wsscwater.com/selfcare/views/public/login/login.faces>

Requests for corrections on submitted test reports are increasing; however the system cannot support these requests. It is imperative that correct serial numbers, addresses, account numbers, test dates, etc. are provided correctly, the first time around. Otherwise, you'll have the unfortunate task of submitting another report.

Irrigation and pool season is upon us. As a reminder, the annual due date for Irrigation is May 1st and Pools June 1st.

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A Note Regarding Permits

We're nearly six months into our new e-permitting system. Your feedback is appreciated and will be considered for further improvements.

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, H/O's shall be presented with the option of using the auto phone system (IVRS). H/O's 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 for 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*.

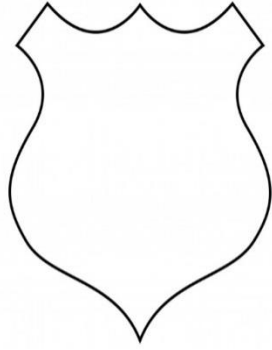
Depot Numbers

Temple Hills: 301-206-7302

Anacostia: 301-206-4363

Lyttonsville: 301-206-7340

Seneca: 301-206-7365



THE ENFORCER

Ed James, Unit Coordinator, Plumbing Inspections

It has been some time since I put something out concerning the violations we've been dealing with in Inspection Services. Every day we are finding homes in the area that are being "flipped"/ renovated without permits and inspections. We also see home additions and

basements being finished by unlicensed contractors. Realtors and Home Inspectors are not looking for permit and inspection history on gas appliance replacements or renovations, leaving the new owners stuck with the expenses associated with bringing the repairs and/or replacements into compliance.

Another issue is WSSC licensed masters pulling permits for unlicensed individuals. I am working on more than one master at this time, who pulled permits for unlicensed individuals and the jobs were botched, not completed or property damaged. **THOSE MASTERS** will be or have been cited and the potential is moving forward for license actions. **Remember your license and insurance is on the hook.**

The Plumbing Inspection Staff is regularly checking for licenses on "ALL" jobsites. Journeyman or master level supervision is required on all sites. **"EYES ON"**

Failure to properly report as defined in **Section 102.3.6.2.4 Commission Notification** is considered a **"Willful Code Violation"** See **Sections 108.4 and 108.8 for enforceable details.**

This excerpt from March 2012 Newsletter summarizes the items noted above:

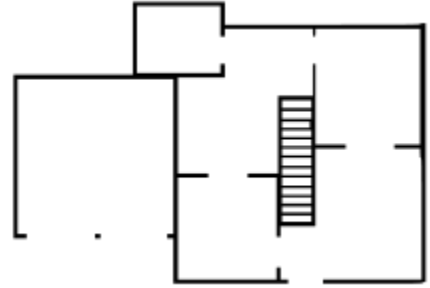
In closing, here is a thought to consider from a statement of charges in a pending State of Maryland case involving a plumbing contractor:

23. The Respondents' failure to disclose to consumers that their employees were not licensed to provide plumbing services and that they did not obtain required permits or schedule required inspections are material facts the omission of which deceives

or tends to deceive consumers and constitute unfair or deceptive trade practices as defined in § 13-301(3) of the Consumer Protection Act, and are prohibited by § 13-303 of the Consumer Protection Act.

ePlan Review is

available to all projects requiring plans! In conjunction with the online plumbing/gas permit application process called *ePermitting*, *ePlan Review* is highly encouraged to eliminate the need to drop-off and pick-up plans (in some cases, multiple times). Here is how it works:



- 1.) Complete your permit application and submit. **Do Not Attach** your plans to this online application.
- 2.) After the permit and plan review offices review your application, an email will be sent to the Master Plumber with an '**Invitation**' to upload your electronic plans into the WSSC Plan Review system. If you'd like to give a proxy the ability to upload plans, please send a request with that person's name, email address and Plan Number to, PlumbingPlansReview@wsscwater.com
- 3.) Easy to follow instructions are included, be sure your computer system is outfitted with the necessary hardware and software. Again, follow and double check each step/requirement.
- 4.) Upload one sheet at a time and you must use very simple file names (e.g. If sheet is labeled p-1, then name it p-1). It will only be associated with the appropriate project, so project names are not needed (or wanted) within the individual sheet file names.
- 5.) Also, be consistent with how you use special characters and spaces (e.g. p-1, P-1, P - 1, p1, P 1, p.1), consistently is **extremely important**, particularly for resubmittals.

Also, be sure to complete an additional application(s) for an ASSE 1048 backflow preventer with a WSSC Detector Meter, WSSC submeter, Mixed-Use metering, base building/multi-tenant spaces, multiple buildings, etc. On each application, be sure to note the total number of apps submitted for a project (it is a question asked). In addition, if you are submitting an application for a project that has already had plans review, be sure to indicate the plan number when asked within the application.

As a general practice, take some time to tell us the scope of your project under **comments**; the more you tell us, the smoother the process will go for all. This is especially important if you are taking the project over or if you are aware or suspect that someone else previously submitted on behalf of the owner.

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

ePermitting Reminders!!

Plumbing Permits:

- If you are uncertain as to which permit type to select, then please take advantage of the **HOME tab** and select from the drop down box "e-Permitting Help & Information". Then click on the second link titled: Permit and Meter Type Definitions.
- Make sure your Certificate of Insurance and License is in Active status before applying.
- If you are a proxy, ALWAYS attach the Principal Master Plumber to avoid a cancelation of the permit.
- When purchasing Short Form Permits, be sure the information supplied is accurate and to read the statement of no refunds before you pay.
- For Residential Plumbing permits, be sure to attach the "**Small Diameter Service Connection Affidavit**" form if you have a 3/4" WHC with more than 3 toilets or a 1" WHC with more than 6 toilets.
- If you should forget your password when logging into access your e-Permitting account. Look for the "**Forgot Password**" link just under the Password box and follow directions on how to reset your password.
- When submitting permit **Amendments**, only indicate the items you wish to add or delete from the permit: **to add**, indicate only the 'additional' number in each box (do not include the 'plus' sign); **to delete**, include the minus sign in front of number in each box as applicable. Do this for the 'proposed' and 'existing' columns. However, Do Not touch the 'existing' column unless you want to change what was declared on the original permit.

Licensing:

- 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.
- Don't forget to upload your documents when renewing your license.
- Don't click on the "Calculate Fee"- this function does not work and will sometimes reboot the system and cause you to start over again.

- Certificate of Insurance Renewals should be sent to InsuranceCertificate@wsscwater.com in PDF format.
- For licensing related inquiries, please contact us at Licensing@wsscwater.com or call 301-206-8588.

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



Position Announcement: Project Manager Plumbing and Gasfitting Plans Review
Salary Range \$ 74,399-\$113,574

<https://wsscwater.peopleadmin.com/postings/4677>

Observed Holidays and Closings

May 29th Memorial Day

May 31st RSG, closes at 11AM*

July 4th Independence Day

September 4th Labor Day

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