



WSSC Regulatory Services Division

Master Plumber & Gasfitter Newsletter

MAY 10, 2018

SPRING 2018



ALERT: The Regulatory Services Division will be **Closed on Thursday, May 31, 2018.**

Plumbing/Gas Inspectors & Plans Reviewers will be attending training on Code updates; therefore, there will be **No Inspections, Inspection Services or Plans Review** on this day. Open for business as usual will be Permit Services and Licensing. Please plan accordingly.

Attention: WSSC's **ePlan Review** system will be updated in June. See detailed information on pages 2 & 3.

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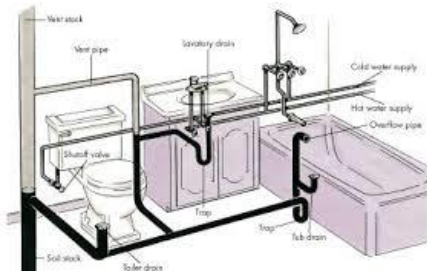
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Code Update

WSSC is in the final stages of approving the adoption of the 2018 *International Plumbing Code* and 2018 *International Fuel Gas Code*. In addition, several administrative and technical amendments are proposed and all of the above will be the body of the 2018 *WSSC Plumbing and Fuel Gas Code*. An effective date of July 1, 2018 is proposed and an update will be provided soon when the actual date is approved. Among the changes are two user-friendly permit selection tables; you spoke and we listened. Requirements have not changed; we simply are mirroring the current written requirements within the selection tables, one for plumbing and one for gas. All proposed code changes are presented under: <https://www.wsscwater.com/codebooks>.

The Journeyman and Master trade exams will be updated to reflect the new provisions and will be changed over to the new code on September 1, 2018.



ePlan Review is being improved! Here are some of the new features taking effect on June 15, 2018:

- 1.) Your "home" screen will default to your "tasks"; meaning you will immediately know if WSSC is waiting on your action/upload.
- 2.) Your required steps will be more deliberate and in fact, you will be prompted to "complete your tasks" before closing the program.
- 3.) We are adding a new contact type in ePermitting called: Plans Submitter so that someone (other than the Master Licensee) can receive the project's invite to upload plans. Be sure to choose this contact type when completing the permit application if/when you would rather have the invite go to someone other than the master.

If you have not tried the program, try it now, or if you struggled with it early on, try it again! The system is more user friendly, our review team is bigger, and we stand ready to help make it work for you; so that you can benefit in the same way that many of your peers already are.

Training and continued guidance will also be available in several forms:

- WSSC's ePlan Review System "New Look" presentation scheduled May 23, 2018, in the WSSC "Commissioner's" Auditorium. An electronic invitation will follow soon; be sure to reserve a chair due to limited space available. However, great news, the presentation will also be **web cast live**, so that you can learn and interact from the comfort of your home or office. Look for details in the upcoming email invite.
- Quick Guide – featuring the system's new look and new features
- Step-by-step tutorial videos you control; pause, back-up, revisit items as often as needed
- Updated User Guide – specific to plumbing/gasfitting plans submittal

Keep in mind, that beginning Sept. 1, 2018, electronic plan submittal will be required for all commercial permit applications with a proposed fixture/appliance load of 25 or greater items.

Here is a reminder of how ePlans Review works:

- 1.) Complete your *ePermitting* application and submit. **Do Not Attach** your plans to your online permit application.
- 2.) After the permit and plan review offices review your application, an email will be sent to the Master Plumber or "Plans Submitter" with an **'Invitation'** to upload your electronic plans into the WSSC ePlan Review system.

- 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 and 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.
- 6.) Many firms could benefit by having a shared email inbox be associated with your new contact type "plans submitter" so that email invites and other notifications do not get lost in any given person's email.

Please consider these additional ePermitting tips as they relate to Plans Review:

Be sure to complete an additional permit 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:

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.
- 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.

A Note Regarding Permits

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 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

With a message from Don Smith:

Attention Certified Testers

By this time, you have undoubtedly seen the "NEW" type II RPDA and DCDA backflow assemblies on the market by Apollo/Conbraco and Backflow Direct. This new design can provide a lower head pressure loss across the entire type II detector check assembly and cost less than a conventional detector check. The draw back as the water purveyor is it does not provide maximum protection of the by-pass meter, which is provided by the Commission. We anticipate other companies will be introducing their version of the type II in the future.

There are several things to keep in mind when testing the type II assemblies: (1) when testing the by-pass, the #2-test cock on the main assembly now becomes the #1 test cock for the by-pass. (2) The reading recorded for the #1 check on the main assembly will be the same recorded for the #1; check for the by-pass. You will take your final reading when you apply backpressure to the single check through test cock #3 on the by-pass. A separate test report is required for the by-pass assembly, which does have its own serial number. The serial number for both brands is located on the single check.

For complete test procedures for the type II, assemblies please see the University of California's Manual of Cross-Connection Control. (Tenth Edition)

We, in the Cross Connection Office would like to offer any assistance you may need in correctly completing test reports for these new models.

HAPPY TESTING!

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. 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 will continue down this road of compliance with assistance from you—the plumbing community. Account numbers are required with the submission of each report. You will need to obtain this information from your customer. As an added tool, account numbers are also referenced on Past Due letters. Be certain you are 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 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 still being received; 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.

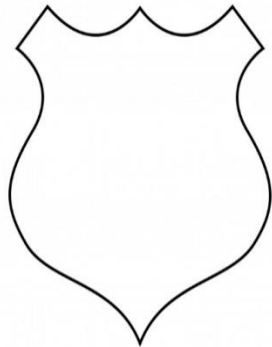
Otherwise, you will have the unfortunate task of submitting another report.

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

THE ENFORCER

Ed Iames, Section Manager, Plumbing Inspections

I am certain that many of you are aware of several staff changes



that have occurred within the Inspection Services Unit. Jim Mohr officially retired at the end of December 2017, after 31+ years here at WSSC. Cliff Carey (11 years) retired on April 30, 2018. Both are certainly missed for their knowledge base and level headed approach in working with WSSC Customers and the Plumbing and Gasfitting Industry. Additionally, Jerry Rollinger with the Cross Connection Unit and Charles Vaughn, Plumbing Inspector, have recently retired.

With these retirements, we have a new Supervisor, George Hughes, filling Mr. Mohr's position. We also welcome a couple of new hires, including Daniel Hughes, Plumbing Inspector (Seneca), Brian Burall, (Lyttonsville) and returning inspector, Steven Wingerd, Cross Connection, Montgomery County. The hiring process is ongoing for replacing Mr. Carey, replacement to be announced later. In the interim, Jim White is serving as Acting Supervisor at the Anacostia Office.

Now for the latest enforcement news it seems that several masters feel that it is OK to pull permits for unlicensed individuals or represent multiple businesses or companies. This practice is a total and willful violation of the Code, subjecting involved Master Plumbers/Gasfitters to license action. One is in process as of this writing. Many Notices of Violation and Civil Citations for these code infractions have been issued.

WSSC did cite a Journeyman plumber for work without license, while engaging in a business without a WSSC registered master, and working without permits. Total assessed and paid for fines for the license and permit infractions totaled \$750.00, along with double permit fees, assessed to the property for work commencing prior to permit issuance. A documented State of Maryland response is included in his permanent licensing record.

We have a large number of masters that are required to STAND ALL inspections primarily because they have a lack of or no licensed personnel and in some cases large numbers of open permits without required Final Inspections of which by Code have not started warranty. See Section 113.8.5 Warranty and I advise you all to review your open permits in ePermitting and get these permits through Final inspection.

I am currently working with two companies facing large numbers of gas appliance permits that did not get inspections, failed inspection and were never Final inspected; 1000+ addresses are involved. Expect more frequent license verification on ALL jobs and note that Apprentices do not work without direct supervision by the WSSC Licensed Master or a WSSC Journeyman.

We have also been involved with unlicensed sewer and drain cleaners working in the area and we are currently preparing Notices of Violations and Civil Citations for these individuals. Please keep in mind that in the City of Bowie when cleaning sewers for City of Bowie Customers it should be noted that the City's responsibility starts at the curb not on the house side of the side walk for those with sewers exiting on that side. Those existing in the rear go to the connection in the right of way.

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 23rd ProjectDox "New Look"

May 28th Memorial Day

May 31st RSD, No inspections*

July 4th Independence Day

September 3rd Labor Day

*Training Day—no inspections will take place. Please plan accordingly.



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