



BACKWATER PREVENTION PROGRAM CONTRACTOR PROCESS

The Contractors must complete the following steps for installation of each Backwater Prevention Device in the City of Everett's Backwater Prevention Device Rebate Program.

STEP 1: Perform a pre-installation inspection and complete the *Pre-Installation* section on the *Installation Checklist* (City form whose completion is required for this rebate program)

- If the response to any of the three questions is 'No', a Backwater Prevention Device (BWD) is considered unnecessary for this property. Inform the property owner and return the signed *Installation Checklist* (with only the Pre-Installation section completed) to the City of Everett at:

ATTN: Halley Kimball
3200 Cedar Street
Everett, WA 98201

- If the answer to each of the three questions is 'Yes' continue to step 2.

STEP 2: Inspect the site and TV camera inspect the side sewer to assess the condition and determine the preferred BWD location. Complete the *Site Inspection* section of the *Installation Checklist*

- Identify a location that a BWD can be installed so that all below grade plumbing fixtures will be upstream of the BWD and therefore protected from a sewer main surcharge. Verify that no stormwater connections enter the side sewer upstream of this BWD location. Send water down connections or perform a dye test to verify this.
- If some drainage connections do exist upstream of the proposed BWD location these will need to be disconnected or rerouted to connect downstream of the BWD.
- If TV inspection shows that there is a proposed BWD installation location has approximately 2% or greater slope, is not holding water or debris, and the pipe is in adequate condition, continue to step 3.
- If there is not an acceptable BWD installation location, inform property owner and return the signed *Installation Checklist* (with only the first 2 sections completed) to the City of Everett at 3200 Cedar Street ATTN: Halley Kimball.

STEP 3: Provide the Property Owner with a quote for the work. If the quote exceeds \$2,500, inform the property owner and the City and obtain permission before beginning work.

STEP 4: Obtain a Side Sewer Permit from the Everett Permit Desk.

STEP 5: Install City of Everett approved BWD and make any needed drainage modifications.

STEP 6: Have the City inspect the installed BWD as required by the permit.

STEP 7: If the BWD is not in the right of way, show the property owner the location of the device, and instruct the owner on how to remove the device, inspect it, maintain it, and lock it back into place.

STEP 8: Complete the remainder of the *Installation Checklist* and indicate the location of the installed BWD on the property map (received when SS permit is obtained). Provide to the property owner to return to the City with their Rebate Application.

STEP 9: Provide an itemized invoice to the property owner with business name, address, license number and detailed costs of installation labor and materials.