



DUTIES OF AN ONSITE WASTEWATER TREATMENT SYSTEM INSPECTOR

The purpose of this informational bulletin is to clarify the duties, criteria, and responsibilities of the City of Calabasas Certified Onsite Wastewater Treatment System (OWTS) Inspectors. Section 15.04.610 of the City of Calabasas Municipal Code, Appendix Section K13 (F) mandates inspection of all OWTS's in the City to be inspected by a Certified OWTS inspector in order for the property owners to secure an OWTS Operating Permit.

An OWTS Operating Permit cannot be issued until the system has been inspected and found to be in operating compliance with the OWTS Inspection Guidelines. An OWTS Inspection consists of evaluating and observing the performance of an OWTS system, the materials and workmanship in which it is constructed and the overall integrity and condition. It requires that the OWTS Inspector observes the system for conformance to an approved design, specifications and to meet compliance with the City of Calabasas Municipal Code and OWTS Inspection Guidelines. The OWTS Inspector's inspection is in addition to any regular inspection conducted by the City building inspector, any site engineer and/or contractor as part of the complete process and observations. The OWTS Inspector shall also:

- Collect and review all available plans, reports and related documents;
- Observe and evaluate all OWTS components and equipment;
- Report all unsafe conditions and
- Submit all OWTS inspection reports to the City for review.

CERTIFICATION

Every OWTS Inspector is required to renew their certification every three years.

RESPONSIBILITY OF THE OWTS OWNER

- To select an OWTS Inspector
- The OWTS Owner, or Owner's acting Agent, is responsible for the funding of required OWTS inspection services.
- Providing any additional information, history, maintenance and pumping records and /or any other items that will assist in properly evaluating the OWTS.
- Notifying the OWTS Inspector when an inspection or re-inspection can commence



NOTIFICATION OF THE COMMENCEMENT OF INSPECTION

OWTS Inspectors are required speak to a Building and Safety Division representative prior to any OWTS inspection. The OWTS inspector must speak to the Building and Safety representative no later than the last working day preceding the commencement of inspection.

**INSPECTION NOTIFICATION INFORMATION CAN BE LEFT ON
THE INSPECTION REQUEST LINE AT
818-224-1735**

All messages received in the AM, will be returned that afternoon. All messages received in the PM, may be returned that same day but no later than the next business day in the AM.

WHEN LEAVING A MESSAGE PLEASE PROVIDE ALL THE FOLLOWING INFORMATION:

- 1.) The site address of the OWTS Inspection
- 2.) The OWTS Inspector's name and contact number (cell phone preferred)
- 3.) OWTS Inspector's Certification number
- 4.) The date and time they will be on site.