

Plumbing Cross Connection Guide

Table of Contents

| | |
|---|----|
| Introduction to Cross Connection Applications and Permits | 2 |
| When is a Cross Connection application required? | 2 |
| Plumbing Permit with Backflow Device | 2 |
| Plumbing Cross Connection Initial Submittal | 3 |
| Final Cross Connection Inspection Scheduling on Plumbing permit | 5 |
| Cross Connection Annual Renewal | 8 |
| Schedule the Cross Connection inspection | 11 |

Introduction to Cross Connection Applications and Permits

When is a Cross Connection application required?

The process for a Cross Connection permit starts with the plumbing permit, any plumbing permit that includes a **backflow device will require a** Cross Connection application to be submitted before the plumbing permit can be finalized.

Following the initial submittal, a Cross Connection renewal application must be submitted on an annual basis. You will be notified by email and by US Mail twice before the inspection is due – first 60 days before the required renewal and again 30 days before the required renewal.

This guide provides an overview of how and when to submit an initial Cross Connection application when a backflow device is included in your plumbing permit and how to renew your Cross Connection permit when it is due for annual renewal.

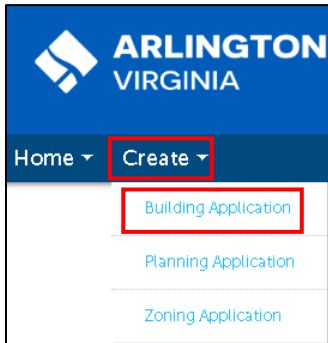
Plumbing Permit with Backflow Device

1. Any plumbing permit that includes a backflow device will:
 - a. Require a **Final Cross Connection inspection** prior to the final plumbing inspection;
 - b. Give you a reminder message in the plumbing permit application, after you add the backflow device, indicating that a Cross Connection application will need to be submitted prior to scheduling the Final Cross Connection inspection.
2. Before you can schedule the **Final Cross Connection inspection** on that plumbing permit, you must submit a separate **Cross Connection application** from the customer portal (see next section “Plumbing Cross Connection Initial Submittal.”)
3. Once your plumbing permit with the backflow device is issued, you will be reminded again in the issuance notification, that a Final Cross Connection inspection will be required, and that it may not be scheduled until after a Cross Connection application is submitted.

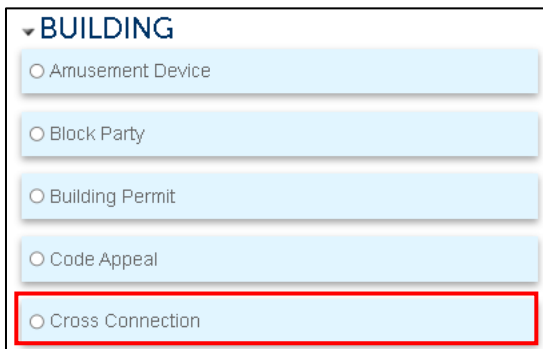
Plumbing Cross Connection Initial Submittal

Once your plumbing permit is issued, you may submit the Cross Connection application:

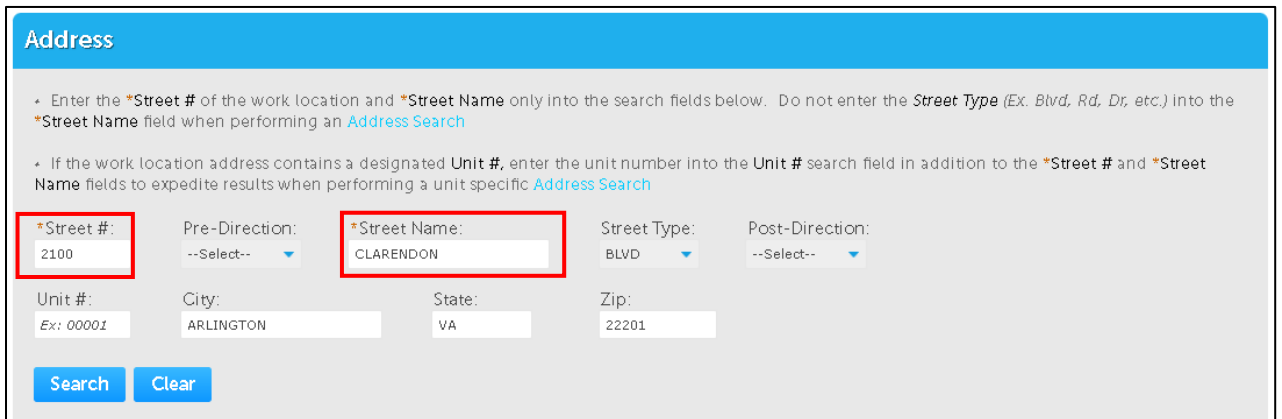
1. Log in to the [Permit Arlington](#) Customer Portal.
2. Select the Building Module under the Create menu.



3. Select Cross Connection.



4. On the Address page, enter the Street # and Street Name and select **Search**. The system will fill in the other fields on this page, including parcel and owner information from the County's real estate data. Then select **Continue Application** at the bottom of the page.

A screenshot of the 'Address' page in the Customer Portal. The page has a blue header with the word 'Address'. Below the header, there is a search form. The form has several fields: '*Street #' (with the value '2100'), 'Pre-Direction:' (with a dropdown menu showing '--Select--'), '*Street Name:' (with the value 'CLARENDON'), 'Street Type:' (with a dropdown menu showing 'BLVD'), and 'Post-Direction:' (with a dropdown menu showing '--Select--'). Below these fields, there are four more fields: 'Unit #' (with the value 'Ex: 00001'), 'City:' (with the value 'ARLINGTON'), 'State:' (with the value 'VA'), and 'Zip:' (with the value '22201'). At the bottom of the form, there are two buttons: 'Search' and 'Clear'.

5. Fill out the details on the Cross Connection record, and submit for review.
 - a. For your initial application, choose "New cross connection" for type of application.

- b. You will be asked to provide the permit number of the associated issued plumbing permit that includes the backflow device.
 - i. The Permit number will either be in the new format (e.g. PLMB22-00056) or the older format (e.g. P2212345).
 - ii. The system will verify that the listed plumbing permit includes a backflow device and has been issued; and

The screenshot shows a form titled "Project Details" with a sub-section "PROJECT INFORMATION". It contains a dropdown menu for "What type of application are you submitting?" with "New cross connection" selected. Below it is a text input field for "Enter the issued Plumbing Permit Number that is associated with these cross connection devices:" containing the value "PLMB22-01145".

- c. Fill in all other applicable fields. If you have any testable devices, you will be asked to provide the test date of the cross connection device.
6. Under CROSS CONNECTION DEVICE DETAIL, add a row for each cross connection device. If there is just one device, click the blue **Add a Row** heading and fill in all the fields in the pop up box to provide detail for your device(s).

The screenshot shows the "CROSS CONNECTION DEVICE DETAIL" section of the form. It features a table with columns: Type of device, Occupancy type, Describe other, Device description, Location of cross connection, Manufacturer, Size, Model, Serial number, Inlet, (1)D.P., Relief, (2)D.P., Service, and Result. Below the table, it says "Showing 0-0 of 0" and "No records found." There are three buttons: "Add a Row" (highlighted with a red box), "Edit Selected", and "Delete Selected". Below the "Add a Row" button are links for "Add 2 Rows" and "Add 3 Rows".

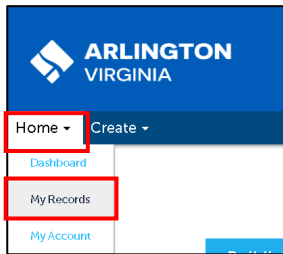
- 7. Select **Continue Application**.
- 8. Fill in all applicable contacts on the **People>Contacts** page. All contacts provided will receive email notifications related to this Cross Connection permit.
 - a. On-Site Contact is the person who will be on-site.
 - b. For Property Owner, select **Select from Account** and then select the **Associated Owner** option to fill in information from the County’s real estate records, and fill in any required fields (marked with an *) that are blank.
 - c. Fill in **Tenant** and/or **Contractor** if applicable.

9. On the summary page, review all information provided, and after verifying it is correct, check the box at the bottom of the page to verify it is true and correct, and select **Continue Application**.
10. Note the Record Number on the Record Submittal page underneath the green banner. The record number will be in the format: **PICC22-00123**. This record number will be used for the first cross connection inspection, as well as for all subsequent renewals in future years.
11. Now that you have submitted your cross connection application, you may schedule the Final Cross Connection inspection on your plumbing permit. Follow instructions in the next section.

Final Cross Connection Inspection Scheduling on Plumbing permit

Once you have submitted the initial Cross Connection Application, when you are ready, you may schedule the **C. Final Cross Connection** inspection on the associated plumbing permit.

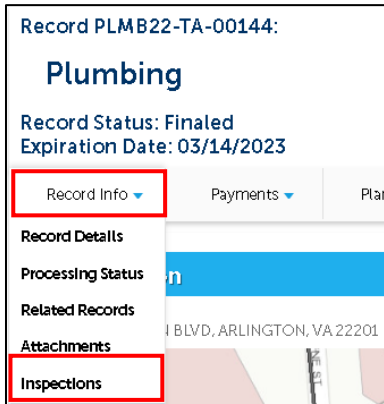
1. Log in to [Permit Arlington](#) and select **Home > My Records** from the menu in the upper left corner.



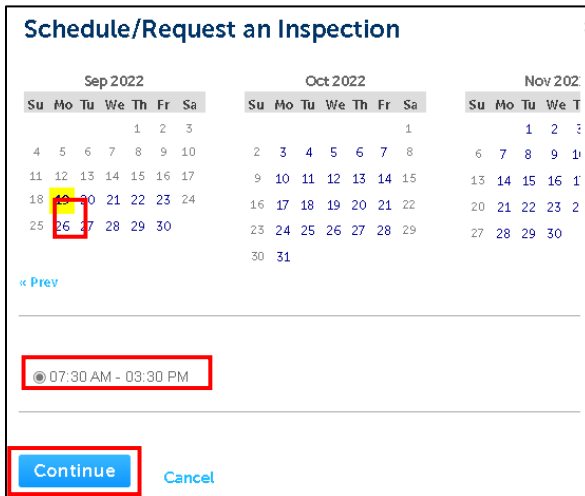
2. Select the **PLMB##-#####** Record number.

| Building | | | | | | |
|---|------------|--------------------------------------|--------------------------|-----------------|-------------------------------|--------|
| Showing 1-10 of 94 Download results Add to collection | | | | | | |
| <input type="checkbox"/> | Date | Record Number | Record Type | Expiration Date | Status | Action |
| <input type="checkbox"/> | 09/15/2022 | PICC22-TA-00025 | Cross Connection | 09/30/2022 | Annual Inspection in Progress | |
| <input type="checkbox"/> | 09/15/2022 | PICC22-TA-00025-RENI | Cross Connection Renewal | | Inspection Scheduled | |
| <input type="checkbox"/> | 09/15/2022 | PLMB22-TA-00144 | Plumbing | 03/14/2023 | | |

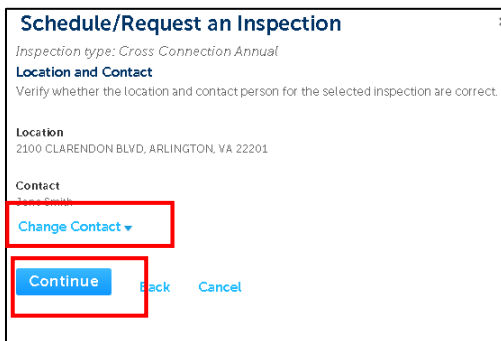
3. Choose **Inspections** from the **Record Info** drop down menu.



4. Select the [Schedule or Request an Inspection](#) link.
5. Choose C. Final Cross Connection from the list of inspections.
6. Choose the desired inspection date from the **Schedule/Request an Inspection** calendar window, select the button next to **7:30 AM – 3:30 PM** and select **Continue**.



7. If needed, select **Change Contact** to add additional contact information and select **Continue**.



8. Confirm the details, then select **Finish**.

The screenshot shows a dialog box titled "Schedule/Request an Inspection" with a close button (X) in the top right corner. Below the title is the heading "Confirm Your Selection" and a prompt: "Please confirm the details below and click the Finish button to schedule the inspection." The details listed are: "Cross Connection Annual", "9/19/2022 7:30 AM", "2100 CLARENDON BLVD, ARLINGTON, VA 22201", and "Jane Smith". There is a link for "Include Additional Notes" and a section for "Cancellation and Reschedule Policy:". At the bottom, there are three buttons: "Finish" (highlighted with a red box), "Back", and "Cancel".

9. Note the small print, underneath the schedule inspection link, that your inspection has been scheduled. If for any reason you need to cancel or reschedule the inspection before it occurs, you may return to this page and choose Reschedule or Cancel from the Action menu.

The screenshot shows a list item for a completed inspection. The text "C. Final Cross Connection has been scheduled on scheduled 09/02/2022" is highlighted with a red box. Below the text is the word "Completed" in blue. To the right of the text is an "Actions" dropdown menu, also highlighted with a red box, containing three options: "View Details", "Reschedule", and "Cancel".

10. An inspector will be assigned by the system and Inspector will conduct the inspection as per usual Arlington County Plumbing inspection process. You will receive an email notification with contact information for your inspector so you may call the morning of the scheduled inspection to find out when the inspector is expecting to arrive.

Note: the plumbing contractor who performed the work should be available on-site for the inspection. If the Cross Connection Control Report was not uploaded prior to the inspection, the contractor will need to have it on-site at the time of the inspection.

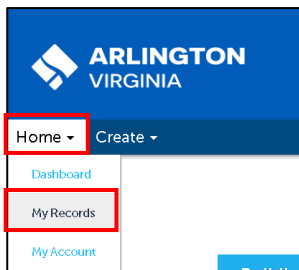
It is important that you update current contact information for your cross-connection permit on a consistent basis.

Cross Connection Annual Renewal

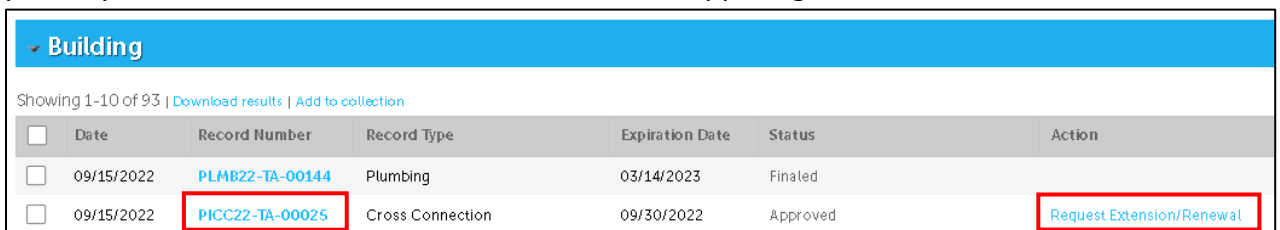
This section provides an overview of how to renew a Cross Connection permit when it is due for annual renewal.

Once you receive the first renewal letter (60 days before your Cross Connection permit is due to expire), you may begin the renewal process. **You are encouraged to start the process as soon as you receive the first renewal letter, in order to ensure the renewal and required inspections are completed prior to the expiration.**

1. You will access your **original Cross Connection record (record starting with PICC)** from the Customer Portal (if your Cross Connection record has been reviewed multiple times, note that your ORIGINAL record will have a record ID in the format **PICC22-12345**). The original record does NOT have an REN extension after the five digit number.
2. Log in to [Permit Arlington](#) and select **Home > My Records** from the menu in the upper left corner.



3. View the Records in the Building Module and look for your original PICC record – note, if you have a lot of records, you may sort by clicking on any column in the list; alternatively, you may enter the record ID in the search box in the upper right of the screen.

A screenshot of the 'Building' records page. At the top, there is a blue header with a dropdown arrow and the word 'Building'. Below the header, it says 'Showing 1-10 of 93 | Download results | Add to collection'. The main content is a table with the following columns: Date, Record Number, Record Type, Expiration Date, Status, and Action. There are two rows of data. The first row has a checkbox, the date '09/15/2022', the record number 'PLMB22-TA-00144', the record type 'Plumbing', the expiration date '03/14/2023', and the status 'Finaled'. The second row has a checkbox, the date '09/15/2022', the record number 'PICC22-TA-00025', the record type 'Cross Connection', the expiration date '09/30/2022', and the status 'Approved'. The 'PICC22-TA-00025' record number and the 'Request Extension/Renewal' link in the Action column are highlighted with red rectangular boxes.

| <input type="checkbox"/> | Date | Record Number | Record Type | Expiration Date | Status | Action |
|--------------------------|------------|-----------------|------------------|-----------------|----------|---------------------------|
| <input type="checkbox"/> | 09/15/2022 | PLMB22-TA-00144 | Plumbing | 03/14/2023 | Finaled | |
| <input type="checkbox"/> | 09/15/2022 | PICC22-TA-00025 | Cross Connection | 09/30/2022 | Approved | Request Extension/Renewal |

OR

A screenshot of a search box. The text 'PICC22-00025' is entered into the search field. To the right of the search field is a green magnifying glass icon with a white search symbol inside.

Note: if you are not the owner of the original PICC record, but you have received the renewal notice in the mail because you have recently become the owner of the building or business with the backflow device, please find the PIN number provided in the letter you received and follow the instructions in the letter to add the record to your My Records list. Then continue with the instructions in this guide.

4. Click the **Request Extension/Renewal** link in the Action column next to your original PICC record (see image in Step 3 above). The renewal link will become available 60 days before the permit is set to expire; **If you do not see a renewal link, it is possible your application has already expired or it is not yet eligible for renewal; contact Inspections Services Division Staff at crossconnection@arlingtonva.us for additional information.**
5. Once you click the **Request Extension/Renewal** link, it will open a renewal application.
6. The application starts with Project information, but **the system will automatically copy all the information from the previously submitted record to the new renewal record so you will NOT need to re-enter the address. Simply review the information and select **Continue Application** at the bottom of the page.**
7. On the **Project Information > Project Details** page, **you will see all of the information from your prior year application.**
 - a. If you need to add an additional device, and/or update the device information from the original application, use the add-a-row table to **add an additional row or update the information for the original device if that device has been replaced.** In this table, as you did in your original application, you will need to provide information from the result of all the required tests for each device included in your application.

Project Details

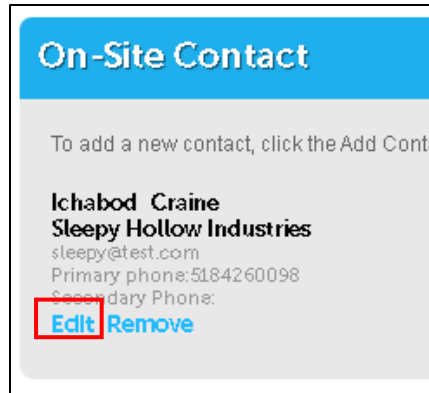
CROSS CONNECTION DEVICE DETAIL

Showing 1-1 of 1

| <input type="checkbox"/> | Type of device | Occupancy type | Describe other | Device description | Location of cross connection | Manufacturer | Size | Model | Serial number | Inlet (1)D.P. | Relief (2)D.P. | Service | Result | Actions |
|--------------------------|----------------|----------------|----------------|--------------------|------------------------------|--------------|------|-------|---------------|---------------|----------------|---------|--------|---------|
| <input type="checkbox"/> | Non testable | Commercial | | test | first floor machine room | | | | | | | | | |

8. Select **Continue Application**.
 - a. On the **People > Contacts** page, you will also see the information from last year's application copied for all contacts, **but be sure to update information for all contact(s) that have changed, by using the **Edit** link below the Contact information.**

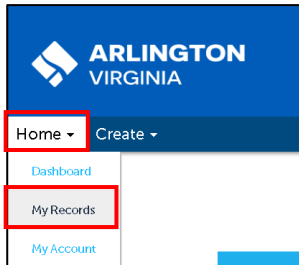
The new Contact entered on the renewal record will be updated on the Original Cross Connection record, which is the starting point for renewals each year.



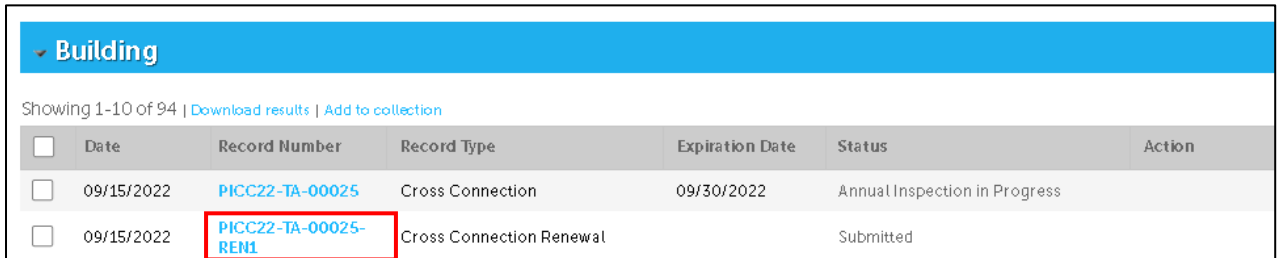
9. Select **Continue Application** once all Contacts have been updated with current information.
10. On the summary page, review all information provided, and after verifying it is correct, check the box at the bottom of the page to verify it is true and correct, and select **Continue Application**.
11. Depending on the type of device, you may need to provide the Department of Occupational Regulation, or DPOR, license number for a Contractor with a valid **Backflow Device Prevention Worker** license. Even if the Contractor is the same person as the prior year, this information needs to be submitted each year to ensure the license is current.
 - a. Select the Add DPOR license link on the licensed professional page to add the relevant DPOR license, and add the license number and all other required fields into the popup box and click **Save**.
12. Click **Submit** when you have completed the application.
13. Once the application is submitted, the record number will be identified with the same number as the original application, with a **REN1** extension (with the number increasing each year with each annual renewal). **Make a note of this number so you may schedule the inspection (following instructions on next page).**

Schedule the Cross Connection inspection

11. Now you can schedule the inspection on the **REN** record you just submitted.
12. Log in to [Permit Arlington](#) and select **Home > My Records** from the menu in the upper left corner.



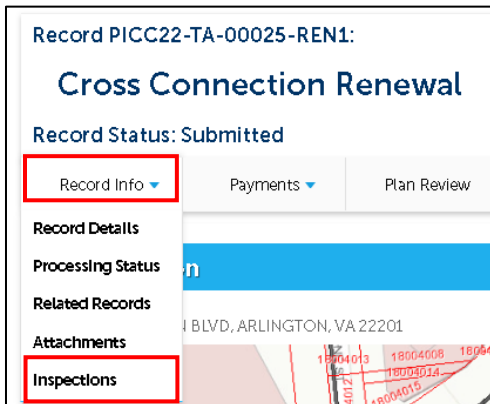
13. Select the **PICC##-#####-REN** Record number.



The screenshot shows a table of building records. The record number 'PICC22-TA-00025-REN1' is highlighted with a red box. The table has columns for Date, Record Number, Record Type, Expiration Date, Status, and Action.

| Date | Record Number | Record Type | Expiration Date | Status | Action |
|------------|----------------------|--------------------------|-----------------|-------------------------------|--------|
| 09/15/2022 | PICC22-TA-00025 | Cross Connection | 09/30/2022 | Annual Inspection in Progress | |
| 09/15/2022 | PICC22-TA-00025-REN1 | Cross Connection Renewal | | Submitted | |

14. Choose **Inspections** from the **Record Info** drop down menu.



15. Select the [Schedule or Request an Inspection](#) link.
16. Choose the desired inspection date from the **Schedule/Request an Inspection** calendar window, select the button next to **7:30 AM – 3:30 PM** and select **Continue**.

Schedule/Request an Inspection

| Sep 2022 | | | | | | | Oct 2022 | | | | | | | Nov 2022 | | | | |
|----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|----------|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th |
| | | | | 1 | 2 | 3 | | | | | | | 1 | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | |
| | | | | | | | 30 | 31 | | | | | | | | | | |

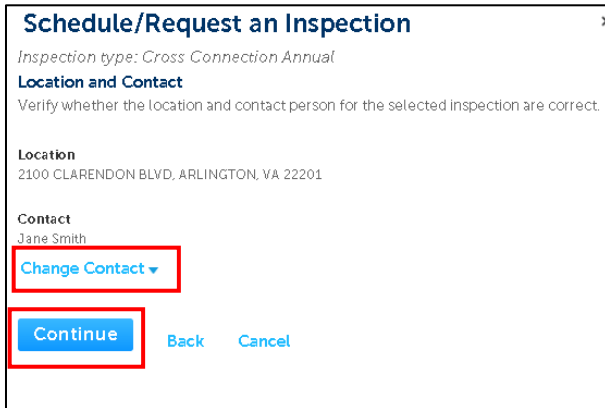
[« Prev](#)

07:30 AM - 03:30 PM

Continue

Cancel

17. If needed, select **Change Contact** to add additional contact information and select **Continue**.



Schedule/Request an Inspection

Inspection type: *Cross Connection Annual*

Location and Contact
Verify whether the location and contact person for the selected inspection are correct.

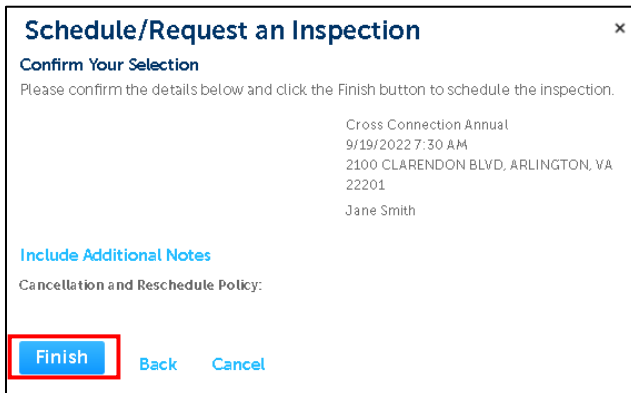
Location
2100 CLARENDON BLVD, ARLINGTON, VA 22201

Contact
Jane Smith

[Change Contact](#)

[Continue](#) [Back](#) [Cancel](#)

18. Confirm the details, then select **Finish**.



Schedule/Request an Inspection

Confirm Your Selection
Please confirm the details below and click the Finish button to schedule the inspection.

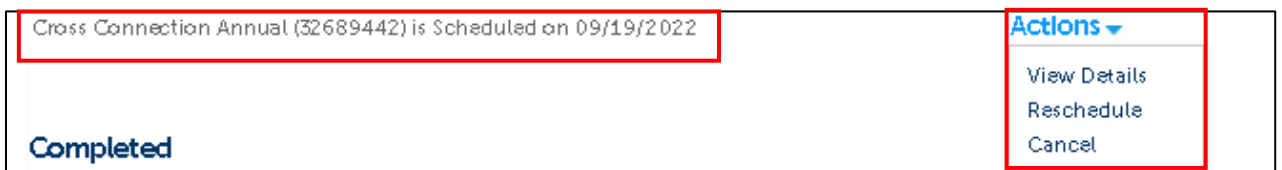
Cross Connection Annual
9/19/2022 7:30 AM
2100 CLARENDON BLVD, ARLINGTON, VA
22201
Jane Smith

[Include Additional Notes](#)

Cancellation and Reschedule Policy:

[Finish](#) [Back](#) [Cancel](#)

19. Note the small print, underneath the schedule inspection link, that your Cross Connection Annual inspection has been scheduled. If for any reason you need to cancel or reschedule the inspection before it occurs, you may return to this page and choose Reschedule or Cancel from the Action menu.



Cross Connection Annual (32689442) is Scheduled on 09/19/2022

Completed

Actions

- View Details
- Reschedule
- Cancel

20. An inspector will be assigned by the system and Inspector will conduct the inspection as per usual Arlington County Plumbing inspection process. You will receive an email notification with contact information for your inspector so you may call the morning of the scheduled inspection to find out when the inspector is expecting to arrive.

21. Note the following:

- a. Once the inspection is conducted and approved by the Plumbing inspector, the system will automatically update the expiration date on your original cross connection record to the same day one year later.
- b. If the inspector is unable to approve the inspection, the system will automatically reschedule the inspection for a date two weeks from the date of the first inspection, and assign it to the same inspector.