



Step-by-Step Compliance Instructions Guide

Mandatory Plumbing Inventory Worksheet / Residential Cross Connection Control
City of Novi Department of Public Works / Water & Sewer Division
26300 Lee BeGole Drive, Novi MI 48375 (248-735-5661)

Step One:

- Fill out the **Mandatory Residential Plumbing Inventory Worksheet** (as applicable to your plumbing system) and return to the address above within 30 business days of receipt of this notification.
- **Note: The mandatory residential plumbing inventory worksheet, should be completed and submitted by the resident. DO NOT GIVE THE PLUMBING INVENTORY WORKSHEET TO THE PLUMBING CONTRACTOR**
- Contact the Water & Sewer Division at (248) 735-5661 with any questions you may have.

Step Two:

Back-up sump assembly (testable)



Lawn sprinkler backflow prevention assembly (testable)



- **If you have the testable assemblies pictured above, make arrangements with your plumbing contractor to have them tested. All testable assemblies must be tested within 60 business days from receipt of this notification.**
- If internal or external testable assemblies are present, such as a water activated back-up sump assembly, or a lawn sprinkler assembly, have your contractor utilize the provided test report form to record the test results. Your contractor must be certified in backflow preventer testing (ASSE 5110) and be a licensed plumber.
- **Contractor is only required to test backflow assemblies. Your contractor must submit the test reports to the City of Novi Water and Sewer Division.** Reports must be filled out completely by the testing contractor, and must show the assembly passes the test to verify the assembly is functioning properly. Assemblies that fail the test must be repaired as necessary and re-tested.
- The Licensed Plumber must obtain a plumbing permit from the Community Development Department (45175 Ten Mile) for all newly installed and relocated assemblies or as required pursuant to the Michigan Residential Code.

Step Three:

- Determine whether hose bib vacuum breakers are required at your residence (see picture diagram below). This includes all exterior hose bibs and any hose bibs located within garages or upstream of lawn sprinkler testable backflow preventer assemblies.
- **Anti-siphon hose bibs on the residence require NO additional protection. Do not install a hose bib vacuum breaker on anti-siphon hose bibs.** (See picture below). **Note: Please be advised that hose bib vacuum breakers must be winterized each season.** (See City website for an educational video on winterizing your hose bib vacuum breakers).
- Hose bibs which are not protected require resident to install a hose bib vacuum breaker.



Step Four:

- **Once all corrective measures, if applicable, including the installation of hose bib vacuum breakers have been completed, contact the City of Novi Water and Sewer Division (248.735.5661) to inform the Division that all items have been completed and are ready for inspection.** Note: All work completed under a plumbing permit must be inspected by the Community Development Department Plumbing Inspector (248-347-0415). Once work under a permit is completed, have your contractor schedule an inspection to finalize the inspection process.