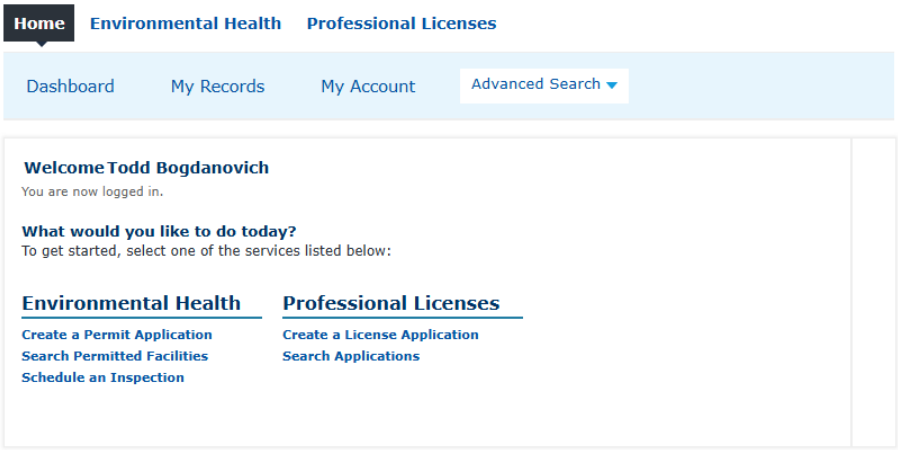
Instructions For Uploading Videos to Apply for Permission to install a Sewer Liner

1. Prepare the Pre-Installation Video
    a. Ensure the video only shows the broken section of the pipe that is a candidate for repair with a liner.
    b. The file size upload limit is 100 MB. We have found that keeping videos less than 1 minute 15 seconds in length will generally result in a video being under the size limit. If necessary, you can upload multiple videos.
2. Log into Accela
    a. Access your Accela Citizen Portal account. If you do not yet have an account, you will need to create one.
    b. https://aca-prod.accela.com/ALLEGHENYCO/Default.aspx
3. Create a Permit Application from the home page



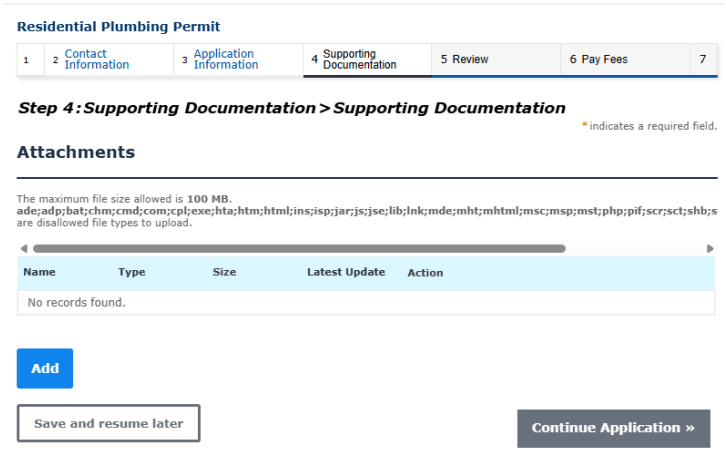
When selecting a record type, hit the arrow next to 'Plumbing'. Select Commercial Plumbing Permit for liners at a commercial location or Residential Plumbing Permit for liners at a residential location. As the ACHD Plumbing Program does not regulate public main lines, please do not apply for permission to line a public main. These requirements apply only to private laterals.

Complete Steps 1 and 2 as you normally would when applying for a permit.

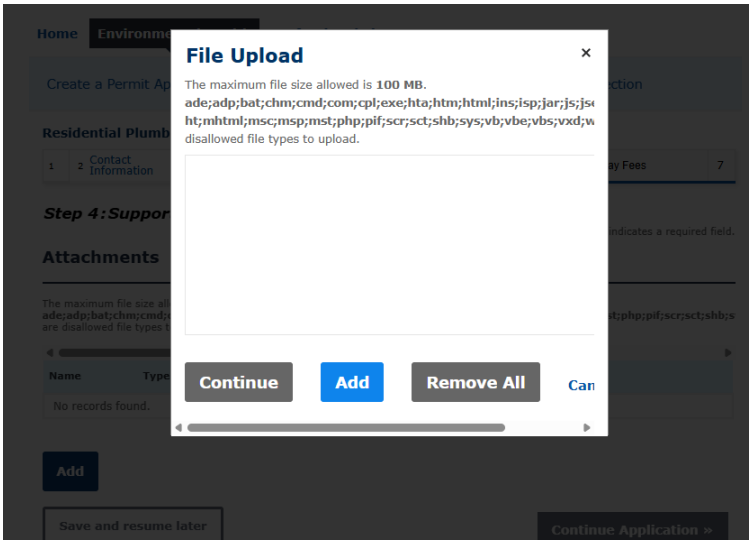
Step 3 is where the number of fixtures are entered for the permit. For up to 125 feet of liner, you will need to add 3 Miscellaneous Fixtures. The total fixture fee for this will be $66 (3 x $22 = $66), in addition to the plan fee. You will be asked to define the Miscellaneous Fixture that you are adding. Please define it as Sewer Liner. If the space between the two words is not accepted, try entering it as SewerLiner. If the liner will be longer than 125 feet, please add an additional Miscellaneous Fixture for each additional 125 feet of liner. The fee for every additional 125 feet is $22.

Step 4 is where the Pre-Installation video will be uploaded. If possible prior to uploading the video, please rename the video file to the street address and then liner request. In the example below, the video is named: 1234 Main St liner request.

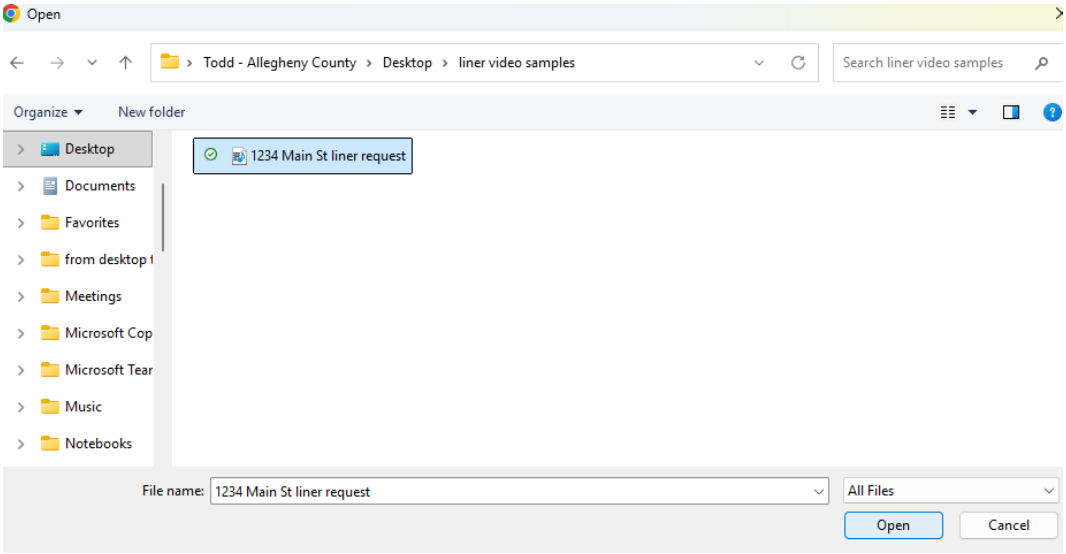
To upload the video, first hit the ‘Add’ button.



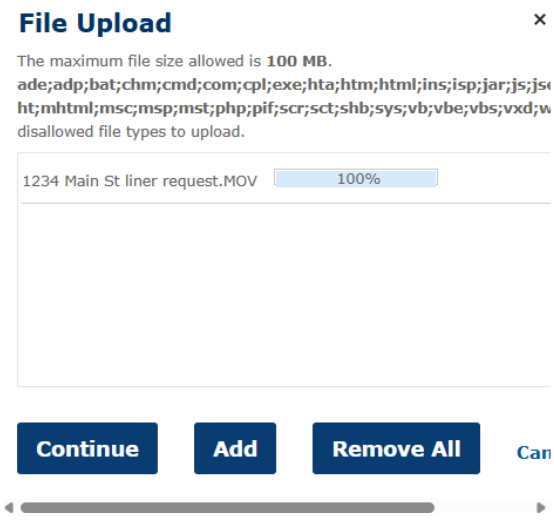
The File Upload window will appear. Please hit ‘Add’ again.



Navigate to where your video is stored, click on it and hit the ‘Open’ button.



After the status bar reaches 100%, you can hit ‘Continue’, or if you need to add additional videos (do we want to require a picture of the building in question?) you can hit ‘Add’ again to upload additional videos.

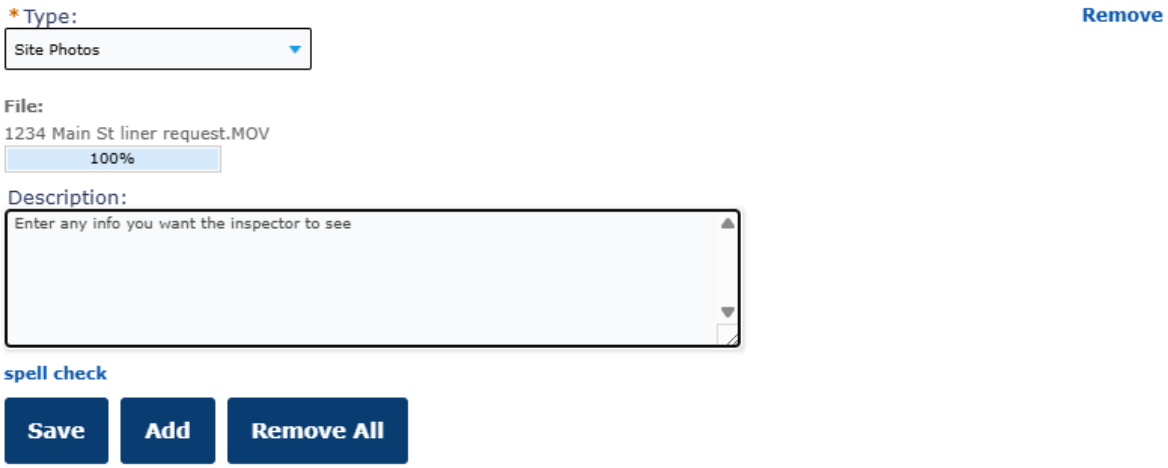


For in the dropdown menu for *Type, please select ‘Site Photos’.

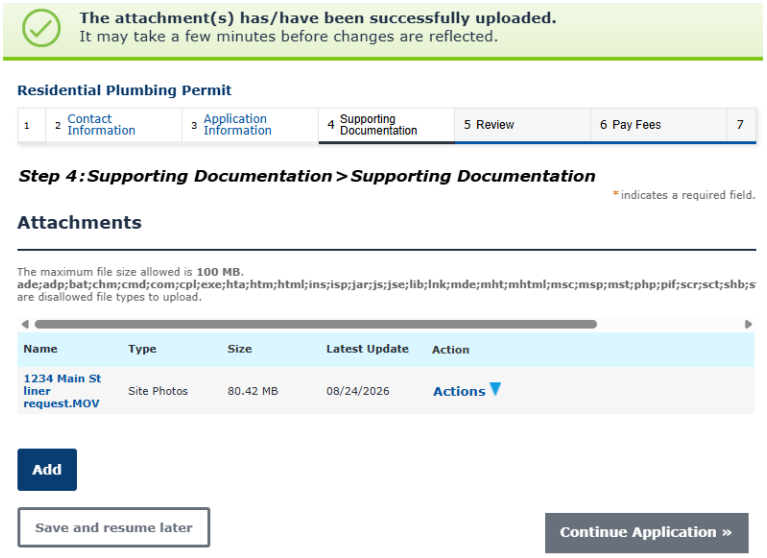
The description is optional – but you can add any information you want the inspector to see.



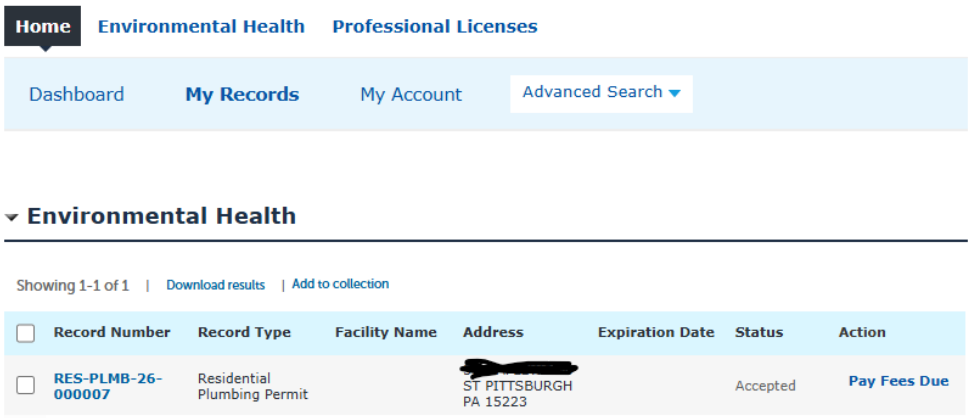
Next, hit ‘Save’.



Make sure that you have confirmation that the attachment has been successfully uploaded, and then hit ‘Continue Application’. Continue through submitting the permit application.



4. After submitting plans
    a. Please call Andy Schultz (412)922-6173 with your plan number.
    b. A NASSCO-certified ACHD Plumbing Inspector will review your submitted pre-installation video **within two business days**.
    c. ACHD will issue an inspection report after viewing the pre-installation video. If the inspection report passes, the sewer is approved for the installation of a liner. If the inspection fails, the sewer is **not** approved for the installation of a liner and it must be repaired without utilizing a liner.
    d. If you are approved for installation of a liner, the status of your record in the 'My Records' section of the Citizens Portal will change to "Accepted". At this point, you may proceed with installation of the liner but you must also pay the fees due.

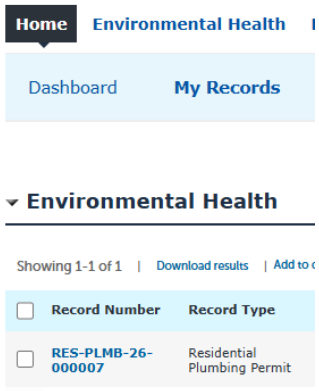


    e. If your application to install a liner is denied, your status will change to "Closed – Denied". Please do NOT pay the fees due if your application has been denied.



5. After Installing the Liner
    a. Please take a video of the pipe after you have installed the liner.
    b. Please fill out the post-installation certification form, which is available on our website (https://www.alleghenycounty.us/Services/Health-Department/Plumbing-Program) and at the end of these series of instructions.

c. Please upload both the post installation video and the post-installation certification form to the relevant record through your Citizen Portal account.
    i. To do so: In Citizens Portal, hit "My Records" and then click on the relevant Record Number.



    ii. Next, click on the 'Record Info' drop-down menu and then select "Attachments".



    iii. Upload the post-installation video and the post-installation certification form the same way that you uploaded the Pre-Installation video earlier in these instructions. <u>If possible prior to uploading the post-installation documents, please rename the video file to the street address and then liner installation. For the purposes of our example, the post-installation video could be named: 1234 Main St liner installation. Please rename the certification to the street address and then certification (1234 Main Street certification for the purposes of our example).</u>
    iv. Please call Andy Schultz (412)922-6173 with your plan number.
    v. A NASSCO-certified ACHD Plumbing Inspector will review your submitted post-installation video **within two business days**.
    vi. ACHD will issue an inspection report after viewing the post-installation video. If the liner installation complies with Article XV requirements, ACHD will issue a passing final inspection report. If the liner installation does not comply with Article XV requirements, ACHD will issue a failing inspection report and order corrective action.