



City Hall
456 West Olive Avenue
Sunnyvale, CA 94088-3707
TDD/TYY 408-730-7501
sunnyvale.ca.gov

May 23, 2023

Re: Application to be on Sunnyvale's List of Approved Backflow Prevention Testers, Installers and Repairers – July 1, 2023 – June 30, 2024

Dear Prospective or Returning Applicant,

As mandated by the State Water Resources Control Board and in accordance with Sunnyvale Municipal Code 12.28, the City of Sunnyvale establishes an annual list of companies who are approved to perform backflow prevention device testing, installation, and repairs within the City of Sunnyvale boundaries. All qualified companies are invited to re/apply. A summary of the general requirements is included, along with the application and checklist of required documents. Please allow up to four weeks for your application to be reviewed and processed, and for your company to be added to the list of approved testers, installers, and repairers.

The City will not accept test results from companies whose information is not current and have not paid an annual Backflow Installation, Removal and Relocation Testing Company fee. Only those companies who complete the application and, throughout the list period, provide updated information regarding tester certifications, insurance, test kit calibration certificates and other necessary information, will be acceptable for testing in Sunnyvale between July 1, 2023 and June 30, 2024. **Companies on the City's existing list will be removed after June 30, 2023, if a new application with the required documentation has not been completed and approved.**

For administrative questions about this application and/or Sunnyvale's Cross-Connection Control Program, please contact Backflow@Sunnyvale.ca.gov or 408-737-4960. For technical and field-related questions, please contact CrossConnection@Sunnyvale.ca.gov or 669-600-7322.

Sincerely,

Cross-Connection Control Program

Enclosures



**General Requirements to Be on
Sunnyvale's List of Approved Backflow Prevention Testers, Installers and Repairers**

The following criteria must be met in order to apply for a company to be included on the City's list of approved backflow prevention testers, installers and repairers. Please review this list prior to completing and submitting the application for review.

1. All applicants and/or companies and each tester working for the applicants/companies must be certified and be current as American Water Works Association Backflow Prevention Assembly General Testers.
2. Applicant and/or company must have tested a combined total of 100 backflow devices within the last two years.
3. All applicants and/or companies must have a current State of California Contractor's License C-36, A, or B.
4. All applicants and/or companies must have a current City of Sunnyvale Business License.
5. Applicant and/or company must maintain general liability insurance in full force and effect, for all activities performed under the permit. Such insurance must include coverage for bodily injury, personal injury, including death resulting therefrom, and property damage insurance, with limits not less than \$1 million each occurrence combined single limit. A cross-liability clause must be attached. The insurance must provide 30-day prior written notice of cancellation, non-renewal, or material change to the Sunnyvale Department of Finance.
6. Applicant and/or company must obtain an annual Backflow Testing Permit from the City of Sunnyvale and pay the associated fee.
7. Applicant and/or company must provide the test kit serial number and date of calibration for each tester. Any new kits put into service mid permit cycle will require a calibration certificate to be submitted.
8. If applicant and/or company wishes to test backflow prevention devices supplied by recycled water, applicant/company must provide test kit serial number and date of calibration for a test kit(s) dedicated to such use.
9. Applicant and/or company must not have been removed from another Agency's list, reprimanded by or subject of an investigation by an agency, or water utility related to backflow prevention device testing, installation, and repair or reporting.
10. Applicant and/or company must not have engaged in dishonest or illegal business practices or installed, repaired, or tested devices in a negligent manner within the City of Sunnyvale.

11. Applicant and/or company must not have performed backflow prevention installation, removal, replacement, or relocation within City limits without first obtaining a Backflow Inspection Permit and City approval.
12. Applicant and/or company must not have any unresolved customer complaints reported to the City, the Better Business Bureau, or the State Contractor's License Board.
13. The City may suspend or revoke approval of an individual tester and or company from the list of approved testers without notice if the individual or company fails or refuses to comply with the City's Cross-Connection Control Program Policies and Regulations, engages in dishonest business practices in the City of Sunnyvale, or fails to maintain a valid "Backflow Prevention Assembly Tester Certificate" from the American Water Works Association, Sunnyvale business license, general liability insurance, Contractor's License C-36, A or B, test kit calibration; or installs, repairs or tests the devices in a negligent manner. Failure to abide by any of these requirements may be grounds for exclusion from the approved testers list for a period of up to (2) two years.

For administrative questions about these requirements and/or Sunnyvale's Cross-Connection Control Program, please contact Backflow@Sunnyvale.ca.gov or 408-737-4960. For technical and field-related questions, please contact CrossConnection@Sunnyvale.ca.gov or 669-600-7322. Information about the program is also available on the City's website. Go to Sunnyvale.ca.gov and search for "Cross Connection Control."



Sunnyvale Cross-Connection Program Application Checklist

Please make sure all information is complete in your company's application to be on Sunnyvale's list of Approved Backflow Prevention Testers, Installers and Repairers. Include all items on this checklist. There is no cut-off date for receiving applications. The City's list of approved testers, good until June 30, 2024, will be updated on a rolling basis as applications are reviewed and approved.

- ☐ Application pages 1-3 completed
- ☐ Statement of compliance (p. 3) signed by applicant or authorized representative of company
- ☐ Copy of backflow tester certificate and current wallet card for **each** authorized tester
- ☐ Serial number of Test Kit and evidence of latest calibration provided for **each** tester
- ☐ Serial number of Test Kit dedicated for use with testing devices supplied by **recycled** water and evidence of latest calibration provided, if applicant wishes to be approved to do such testing.
- ☐ Copy of current City of Sunnyvale Business License
- ☐ Copy of current State of California Contractor's License C-36, A, or B.
- ☐ Proof of general liability insurance with limits not less than \$1 million each occurrence combined single limit.
 - Must include cross-liability clause
 - The insurance must provide 30-day prior written notice of cancellation, non-renewal, or material change to the Sunnyvale Department of Finance, Attn: Cross-Connection Program.
- ☐ Check for \$254 made out to City of Sunnyvale for annual Backflow Installation, Removal, and Relocation Testing Company Fee valid July 1, 2023 – June 30, 2024. (*Note: If payment is received before July 1, 2023, fee is \$240.*)

Return completed application and all required documents to:

City of Sunnyvale	408-737-4960 Office
Department of Finance	669-600-7322 Field Specialist
ATTN: Cross-Connection Control Program	408-328-0714 Fax
456 W. Olive Ave	
Sunnyvale, CA 94086-7637	

Backflow@Sunnyvale.ca.gov (administrative questions and test forms and results)

CrossConnection@Sunnyvale.ca.gov (technical and field-related questions)



APPLICATION TO BE ON SUNNYVALE'S LIST OF APPROVED
BACKFLOW PREVENTION TESTERS, INSTALLERS AND REPAIRERS
For July 1, 2023 – June 30, 2024

1. Name of Applicant/Company: _____
2. Mailing Address of Applicant/Company: _____

3. Address to Use on Tester/Installer List for Customers (if different than mailing):

4. Contact Information for Questions About Application/Certifications:
Name: _____
Phone: _____
Email Address: _____
5. Phone Number for Customers: _____
6. What is the approximate combined number of backflow prevention assemblies tested by the applicant and/or Company in last two years? _____
7. Please fill out the following information for **all** persons who will perform tests and/or repairs. **Attach a copy of the backflow tester certificate and current wallet card for each person listed.** Please also include the serial number for the test kit assigned to each technician and **attach** proof of its latest date of calibration. **Test results will not be accepted from anyone whose name and test kit are not on the list and/or whose certifications have expired.** Please contact Backflow@Sunnyvale.ca.gov throughout the year to add testers, test kits and update certifications. (Attach a separate sheet if necessary)

Tester 1 Name: _____
Relationship to Applicant and/or Company: _____
Years as a Tester: _____ Years at Current Job: _____
AWWA Certificate Number: _____
Test Kit Serial Number: _____ Date of Latest Calibration: _____

Tester 2 Name: _____
Relationship to Applicant and/or Company: _____
Years as a Tester: _____ **Years at Current Job:** _____
AWWA Certificate Number: _____
Test Kit Serial Number: _____ **Date of Latest Calibration:** _____

Tester 3 Name: _____
Relationship to Applicant and/or Company: _____
Years as a Tester: _____ **Years at Current Job:** _____
AWWA Certificate Number: _____
Test Kit Serial Number: _____ **Date of Latest Calibration:** _____

Tester 4 Name: _____
Relationship to Applicant and/or Company: _____
Years as a Tester: _____ **Years at Current Job:** _____
AWWA Certificate Number: _____
Test Kit Serial Number: _____ **Date of Latest Calibration:** _____

8. Will Applicant/Company be testing backflow prevention devices supplied by recycled water?
Testing on recycled water backflows will only be accepted from testers using a kit dedicated for recycled water and registered with the City of Sunnyvale.

_____ Yes _____ No

If yes, note serial number of test kit and **attach** proof of its latest date of calibration: _____

9. Has the applicant, any predecessor of applicant, or any shareholder, director, officer, partner or employee of applicant (or any other company owned or controlled by any of the foregoing) been removed from a list of certified/approved testers, reprimanded by or the subject of an investigation by any governmental agency, or water utility related to backflow prevention assembly testing?

_____ Yes _____ No If "yes", please give full details on separate sheet.

10. **Attach** either a State of California C-36, A, or B License (at least one is required).
11. **Attach** copy of current City of Sunnyvale Business License.
12. **Attach** proof of general liability insurance in full force and effect, for all activities performed under the permit. Such insurance must include coverage for bodily injury, personal injury, including death resulting therefrom, and property damage insurance, with limits not less than \$1 million each occurrence combined single limit. A cross-liability clause must be attached. The insurance must provide 30-day prior written notice of cancellation, non-renewal, or material change to the Sunnyvale Department of Finance, Attn: cross-connection Program.

14. **Attach** check for annual Backflow Installation, Removal, and Relocation Company Fee (one per Applicant and/or Company). Checks will be returned if application is unsuccessful.

Fee Schedule (effective 7/1/2023)*

Annual Sunnyvale Approved Tester List Fee \$254.00
(Allows testing in Sunnyvale, 1 annual fee per company. Also known as Annual Backflow Installation, Removal, and Relocation Testing Company Fee.)
Backflow Tags \$22.00 (ea.)
Backflow Installation Permit \$487.00 (ea.)

Cross-Connection Control Policy & Backflow Code Violations:

First Violation \$100.00
Second Violation within 12 months of the most recent citation date . \$200.00
Third Violation within 12 months of the most recent citation date \$500.00

(Note: If payment for the Company fee is received before July 1, 2023, fee is \$240.)

Statement of Compliance: *I (1) agree to comply with all Cross-Connection Control Program Policies and Regulations and to instruct all individuals employed or otherwise engaged by applicant to perform tests to comply with them; (2) agree that failure to comply with such policies and regulations may result in the City of Sunnyvale removing the applicant and/or company from the list of approved testers and testing companies; and (3) authorize the City of Sunnyvale to contact any government agency, water utility or customer with regard to this application.*

Signature of Authorized Representative of Applicant: _____

Please Print Name: _____

Position/Title: _____

Date Signed: _____

Return application with all required documentation in person, by mail or electronically to:

City of Sunnyvale	408-737-4960 Office
Department of Finance	669-600-7322 Field Specialist
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