

# Transfer of Responsibility to Retrofit Certificate

For Staff Use Only

## San Diego Municipal Code Section 147.04 (Other Water Conserving Plumbing Standards) Regulation to Retrofit Plumbing Fixtures Upon Change of Property Ownership

Use this form to signify mutual agreement between the Seller/Transferor and the Buyer/Transferee of a property to transfer the plumbing retrofit responsibility to the Buyer/Transferee pursuant to the requirements of San Diego Municipal Code (SDMC) Section 147.04.

- Please refer to page 2 for more instructions and mailing information. For assistance in completing this form, please call the **Water Conservation Hotline at (619) 533-7485** or refer to our web site at: [sandiego.gov/water/conservation/selling.shtml](http://sandiego.gov/water/conservation/selling.shtml).
- Please complete all sections of this Certificate. Incomplete and illegible forms will be returned.

Certificate No. \_\_\_\_\_

Date \_\_\_\_\_

**1. Property Address Information** Parcel Number (APN) \_\_\_\_\_ Year built: \_\_\_\_\_

Property Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

### Type of Property (Choose One)

- Single-Family     Condominium     Duplex/Triplex     Mobile Home     Multi-Family (four or more dwelling units)  
 Hotel/Motel     Combined Commercial/Residential     Commercial/Industrial

### 2. Fixture Information

Number of Bathrooms →		Number of Showerheads →	
Number of Toilets →		Number of Urinals →	
Number of Sink Faucets →		Number of Reverse Osmosis Systems →	

Please see page 2 for plumbing fixture requirement information.

### 3. Seller/Transferor Certification - Required

By signing below, I, the Seller/Transferor of the above mentioned property, certify under penalty of perjury, that the property's Buyer/Transferee has agreed to assume the plumbing retrofitting responsibility of said property as required by SDMC Section 147.04. I understand that upon reaching an agreement with the Buyer/Transferee, I shall submit to the City of San Diego Public Utilities Department this Certificate along with a \$10.00 check or money order payable to the "City Treasurer."

\_\_\_\_\_  
Seller's Name (print)

\_\_\_\_\_  
Seller's Signature

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Date

Forwarding Address: \_\_\_\_\_

Estimated Escrow Closing Date: \_\_\_\_\_

### 4. Buyer/Transferee Acceptance - Required

By signing below, I, the Buyer/Transferee accept the responsibility of retrofitting the aforementioned property as provided for in SDMC 147.04. I understand that I will be required to retrofit the property with water conserving plumbing fixtures within 90 calendar days following the change of ownership and submit a separate **Water Conservation Certificate** (<http://www.sandiego.gov/water/pdf/wcc.pdf>) along with a **\$10 check or money order** (payable to the City Treasurer) to the City of San Diego Public Utilities Department within 30 calendar days after completing the retrofit work.

\_\_\_\_\_  
Buyer's Name (please print)

\_\_\_\_\_  
Buyer's Signature (Required)

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Date

Buyer's mailing address: \_\_\_\_\_

## Instructions for the Transfer of Responsibility to Retrofit Certificate

An option provided in San Diego Municipal Code (SDMC) Section 147.04, Regulations to Retrofit upon Change of Ownership, allows the Seller/Transferor to transfer the plumbing retrofit responsibility to the Buyer/Transferee. Both parties must mutually agree that the responsibility for compliance with Section 147.04 is assumed by the Buyer/Transferee of the property.

The Seller/Transferor shall complete Sections 1, 2, and 3 of the **Transfer of Responsibility to Retrofit Certificate** ([sandiego.gov/water/pdf/trrc.pdf](http://sandiego.gov/water/pdf/trrc.pdf)), and the Buyer/Transferee shall complete Section 4. By signing (section 4), the Buyer/Transferee agrees to:

- Retrofit the property with water-conserving plumbing fixtures within ninety (90) calendar days immediately following the change of property ownership or close of escrow (please see plumbing fixture requirements below); and
- File a **Water Conservation Certificate** with the City of San Diego within thirty 30 calendar days after completing the retrofit. The Water Conservation Certificate is used to certify that water-conserving plumbing fixtures required by SDMC Section 147.04 have been installed in the property. A Water Conservation Certificate may be obtained by calling the **Water Conservation Program** at **(619) 533-7485** or on-line at: [sandiego.gov/water/pdf/wcc.pdf](http://sandiego.gov/water/pdf/wcc.pdf)
- Extension for retrofitting and for filing a Water Conservation Certificate is available upon request. Please call the Water Conservation Program **(619) 533-7485** and/or send your retrofit extension request by mail to the address listed below or e-mail to [sdmc@sandiego.gov](mailto:sdmc@sandiego.gov).

### SDMC 147.04 Plumbing Fixture Requirements

<b>Toilets</b>	Existing toilets that use more than 3.5 gallons per flush (gpf) must be retrofitted with Ultra-Low-Flush Toilets (ULFTs) that use 1.6 gpf or less. Modifications intended to reduce the flow rate of an existing toilet, such as the use of toilet dams, bricks, or other flushing devices are not permissible and do not comply with the code provisions.
<b>Urinals</b>	Urinals manufactured to use more than 1 gpf must be replaced (replacing the flush valve only is not acceptable). Waterless (Zero Water Urinals) urinals are acceptable.
<b>Showerheads</b>	Showerheads manufactured to use more than 2.5 gallons per minute (gpm) must be replaced with low flow units that use no more than 2.5 gpm.
<b>Sink Faucets</b>	Sink Faucets that emit more than 2.2 gpm must be retrofitted. Installing low-flow faucet aerators is acceptable.
<b>Reverse Osmosis Systems</b>	Residential Reverse Osmosis Systems must be equipped with a shut-off valve
<b>Note:</b> gpf=gallons per flush ◆ gpm= gallons per minute	

**Please keep a copy for your files (seller and buyer). Mail completed Water Conservation and/or Transfer of Responsibility to Retrofit Certificate with payment(s) to:**

**City of San Diego Public Utilities Department  
Water Conservation Program  
525 B Street, Suite 300  
San Diego, CA 92101-4409**

**☎ Telephone: (619) 533-7485 ◆ Fax (619) 533-5300**