

DEPARTMENT OF WATER MANAGEMENT

ChicagoCCCDI.org

Essentials Guide

01/04/2016



Request a Password

Site URL

<http://chicagoccdi.org>

New Users

If you are a new user to the site, click on **Apply for Retest Certification** and then **Request a Password**.

Returning Users

If you are a Contractor who is a returning user and you have your password, click on **Apply for Retest Certification** to get a certificate number.

City of Chicago The City of Chicago's Official Site

Department of Water Management

Every backflow device must be tested annually by a fully licensed CCCDI, employed by a plumbing contractor licensed and bonded with the city of Chicago. A full report must be sent to the Department of Water Management within 30 days of the device due date.

- All information must be completely filled out.
- Only a Direction of Flow Test is accepted.
- Retest Certificate number is required on all tests.
- 'On-line to' must be specific.

'Exact Location' must be specific. You may know where the device is, but can the CCCDI find it?
Chicago is a low pressure water system, and a 3.0 buffer or better is required.
A completed copy of the test form must be hung on the device; only in the case of safety can it be located in a file within the building served by the device. A valve location diagram must be in a central location showing each device tag # and location.

Apply for retest certification

You are required to apply for a retest certificate before entering backflow results for a specific device. Click on apply to obtain a certificate number.

[Apply »](#)

Enter BFD test results

Once you have received your retest certificate number with a CCCDI#, you can click on enter to submit backflow device results.

[Enter »](#)

Inspectional services

1000 E. Ohio +51 Room 317
Chicago, IL 60611
Phone: 312-744-7017
Fax: 312-744-3289

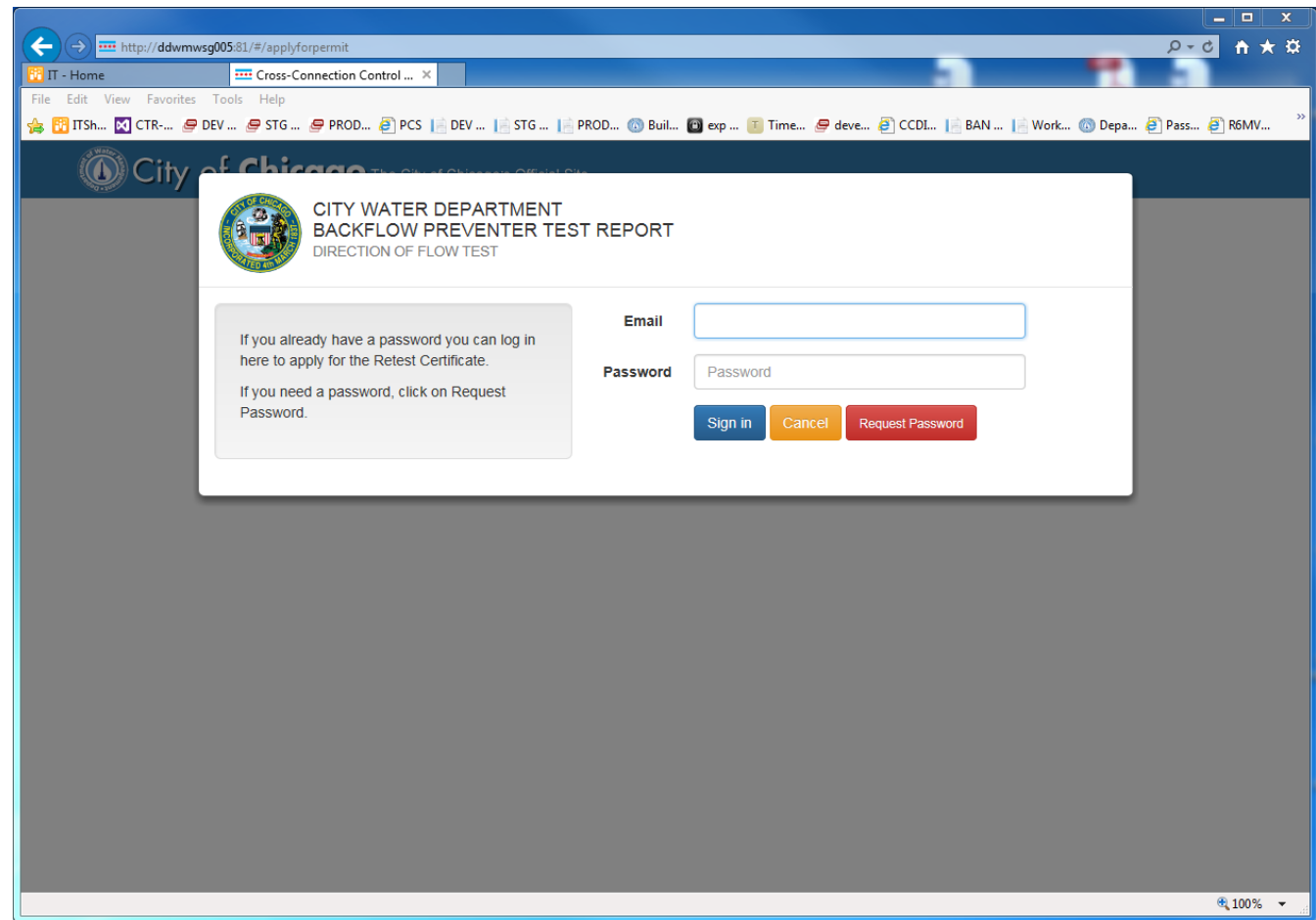
[Email »](#)

<http://www.microsofttranslator.com/BV.aspx?ref=IE8Activity&a=http%3A%2F%2Fddwmwsg005%3A81%2F%23%2Fdefault>

Request a Password

A new user will have to **Request a Password**.

Returning users who have passwords can sign in using their company's email and the password.



Request a Password

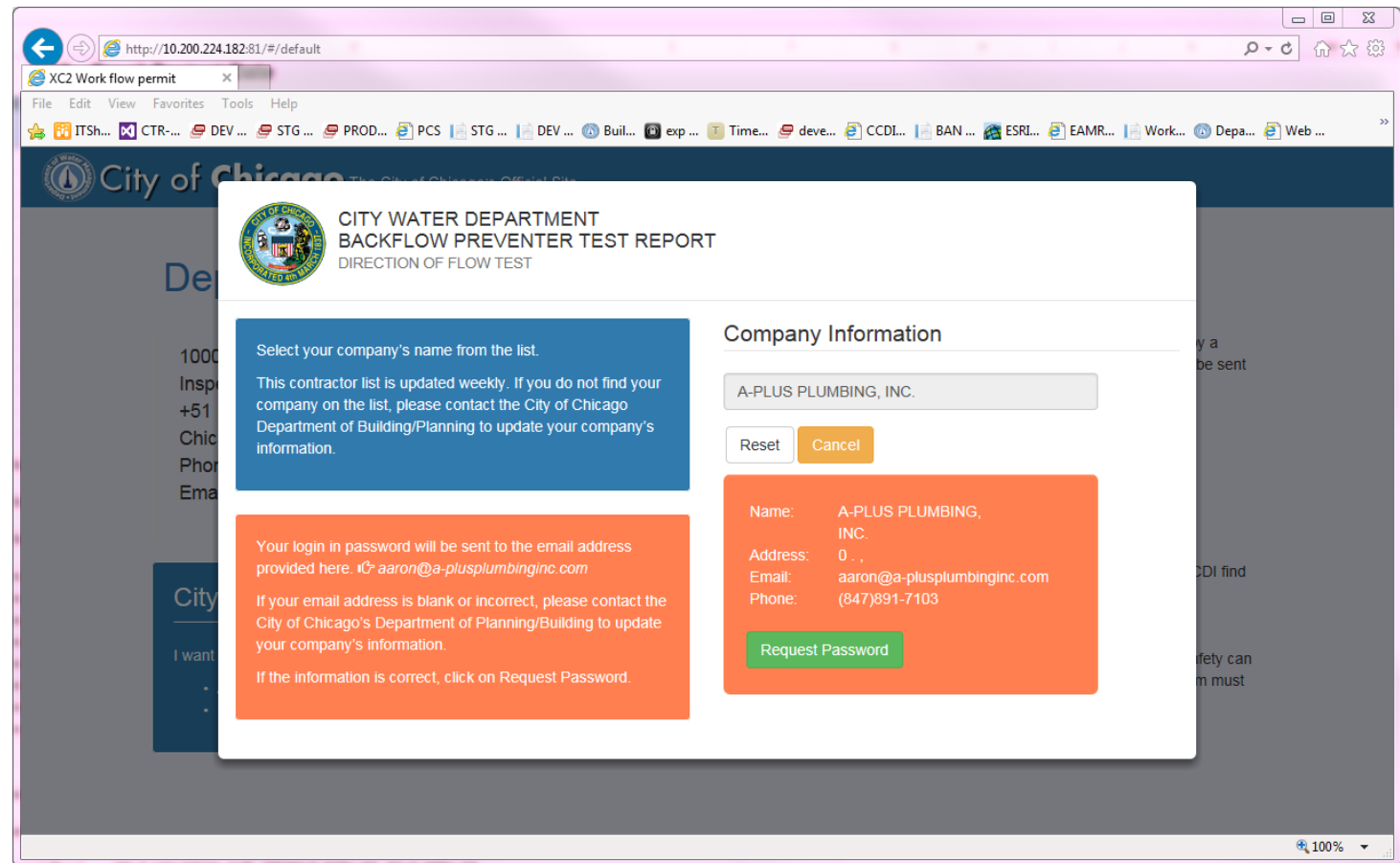
New users will have to search for their company's name on the list of approved contractors from the City of Chicago's Department of Buildings.

Once you verify your company's information is correct, you can click **Request Password** and a password will be emailed to the email address given for your company.

The plumber license information comes from the City of Chicago's Department of Buildings trade licensing and general contractor database and will be updated daily.

If you note any errors with your information, you will need to contact the Department of Buildings to update it.

If your company name is not found, you will have to contact the Department of Buildings to determine if the company license has expired or has become inactive for some reason.



The screenshot shows a web browser window with the URL <http://10.200.224.182:81/#/default>. The browser tab is titled "XC2 Work flow permit". The page content is a form for requesting a password for the City of Chicago Water Department. The form is titled "CITY WATER DEPARTMENT BACKFLOW PREVENTER TEST REPORT DIRECTION OF FLOW TEST".

The form contains the following sections:

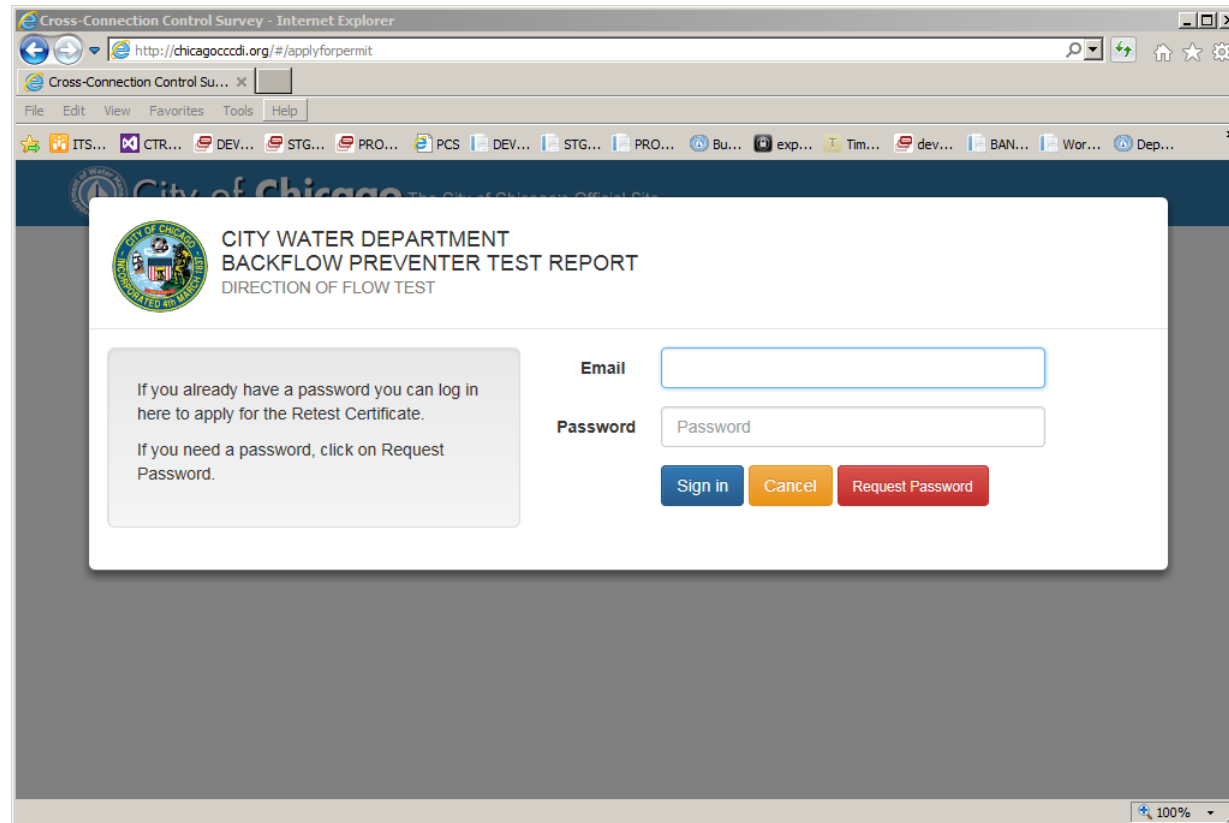
- Select your company's name from the list.** This section includes a text box with the company name "A-PLUS PLUMBING, INC." and "Reset" and "Cancel" buttons.
- Company Information** This section includes a text box with the company name "A-PLUS PLUMBING, INC.", an "Address" field with "0 . .", an "Email" field with "aaron@a-plusplumbinginc.com", and a "Phone" field with "(847)891-7103". A "Request Password" button is located below this section.
- Instructions:** A blue box states: "Select your company's name from the list. This contractor list is updated weekly. If you do not find your company on the list, please contact the City of Chicago Department of Building/Planning to update your company's information." An orange box states: "Your login in password will be sent to the email address provided here. aaron@a-plusplumbinginc.com. If your email address is blank or incorrect, please contact the City of Chicago's Department of Planning/Building to update your company's information. If the information is correct, click on Request Password."

Sign in to Apply for Retest Certificate Number

Once you receive your password via email, you can log in to the site and apply for a retest certificate number.

Enter your company's email address and password.

Click **Sign in**.



The screenshot shows a web browser window with the address bar displaying <http://chicago.cddi.org/#/applyforpermit>. The page title is "Cross-Connection Control Survey - Internet Explorer". The main content area features the City of Chicago logo and the text "CITY WATER DEPARTMENT BACKFLOW PREVENTER TEST REPORT DIRECTION OF FLOW TEST". Below this, there is a login form with the following elements:

- A text box for "Email" with a blue border.
- A text box for "Password" with a blue border and the placeholder text "Password".
- Three buttons: "Sign in" (blue), "Cancel" (yellow), and "Request Password" (red).
- A grey box containing the text: "If you already have a password you can log in here to apply for the Retest Certificate. If you need a password, click on Request Password."

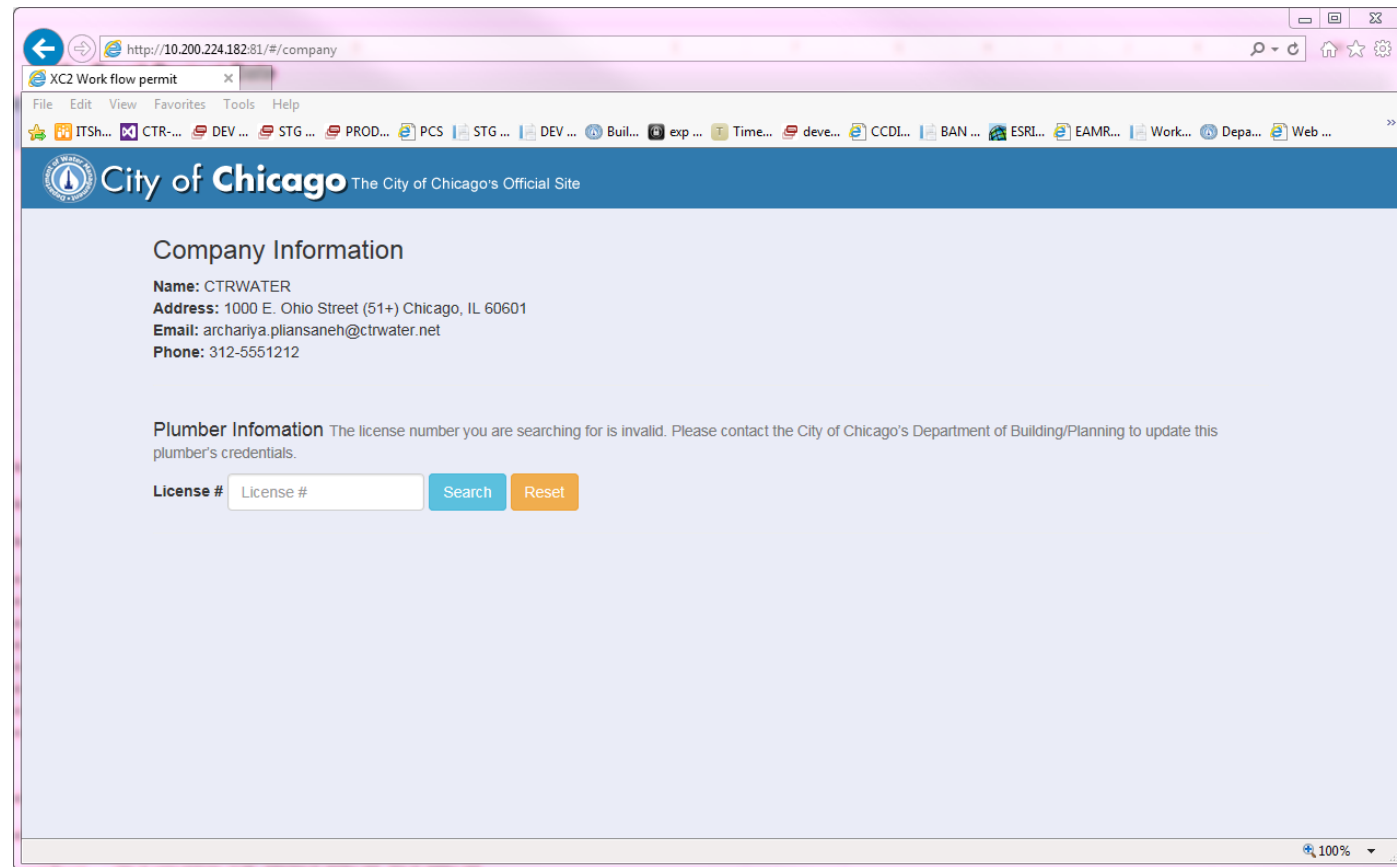
Enter Plumber License and CCCDI

After you sign in, you will need to enter the plumber license number for the plumbing inspector who will perform the retest on the back flow device(s).

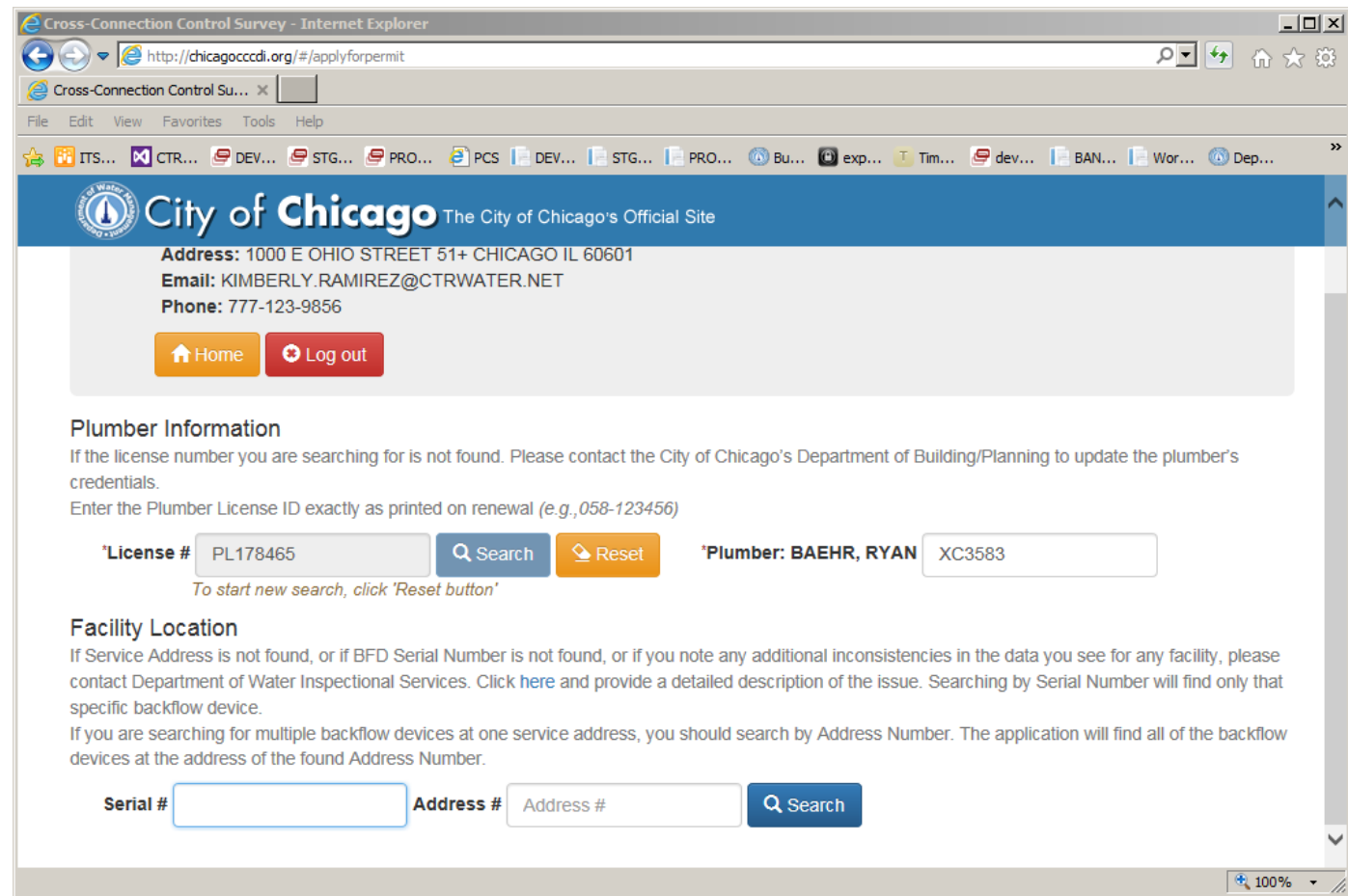
The plumber's license information comes from the City of Chicago's Department of Buildings trade licensing and general contractor database and will be updated daily. If a plumber's license number is not found, the following message will appear.

The license number you are searching for is not valid. Please contact the City of Chicago's Department of Buildings to update this plumber's credentials.

If the license number is not found, the plumber cannot apply for a retest certificate. The plumber will have to contact the Department of Buildings to determine if their license has expired or has become inactive for some other reason.



If the plumber's license number is found, enter the plumber's CCCDI #.



Search for a backflow device Serial Number or Service Address Number

You can search for a backflow device due for retesting by the device's serial number or by the address number of the facility where that device is located.

If you are searching for multiple backflow devices at one service address, you should search by Address Number only. The application will find all the backflow devices at the address of the found Service Address Number.

If the Service Address Number is not found, or if the BFD Serial Number is not found, or if you note any additional inconsistencies in the data you see for any facility, please contact Department of Water Inspectional Services.

Click on the link ['here'](#) and provide a detailed description of the issue.

All inquiries will go to Inspectional Services at:

crossconnections@cityofchicago.org.

Cross-Connection Control Survey - Internet Explorer
http://chicagoccd.org/#/applyforpermit

City of Chicago The City of Chicago's Official Site
Address: 1000 E OHIO STREET 51+ CHICAGO IL 60601
Email: KIMBERLY.RAMIREZ@CTRWATER.NET
Phone: 777-123-9856

Home Log out

Plumber Information

If the license number you are searching for is not found. Please contact the City of Chicago's Department of Building/Planning to update the plumber's credentials.
Enter the Plumber License ID exactly as printed on renewal (e.g., 058-123456)

License # Search Plumber: BAEHR, RYAN

To start new search, click 'Reset button'

Facility Location

If Service Address is not found, or if BFD Serial Number is not found, or if you note any additional inconsistencies in the data you see for any facility, please contact Department of Water Inspectional Services. Click [here](#) and provide a detailed description of the issue. Searching by Serial Number will find only that specific backflow device.
If you are searching for multiple backflow devices at one service address, you should search by Address Number. The application will find all of the backflow devices at the address of the found Address Number.

Serial # Address # Search

Search results will display the following information:

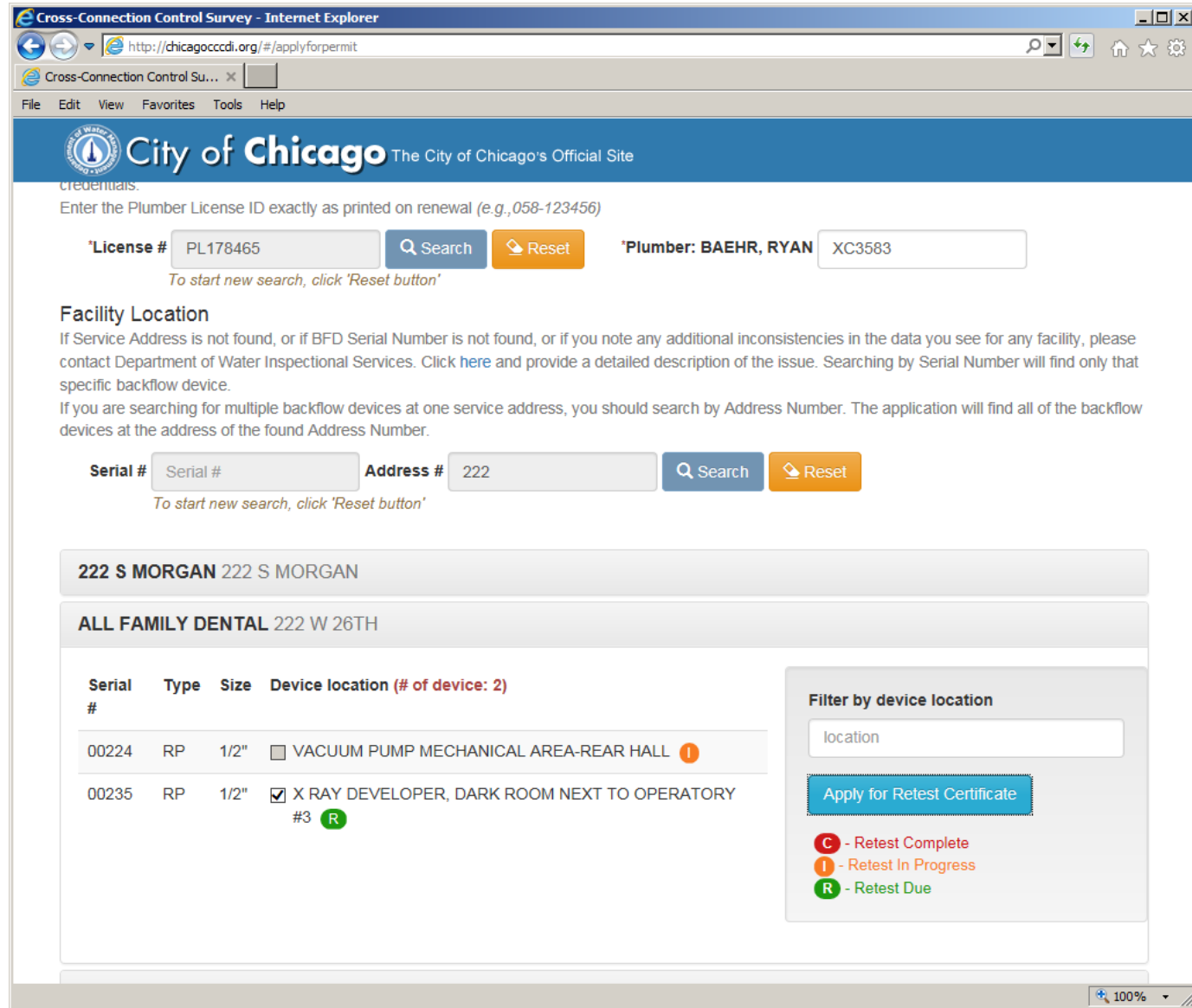
- Facility Name
- Service Address No
- Street
- BFD Serial Number
- BFD Type
- BFD Size
- Device Location

All the backflow devices that are due for a retest at the address you search for will be displayed.

Select the backflow device(s) that need a Retest Certificate and click **Apply for Retest**.

You will receive an email with a PDF document that will have Retest Certification details within 12 hours. The document will include the following information:

- Retest Certificate #
- Service Address No
- Street
- Date Issued
- Contractor Name
- Contractor Phone
- Plumber License #
- Plumber CCDI #
- Plumber Name
- BFD Serial Number
- BFD Type
- BFD Size
- Equip Location
- On line to
- Comments



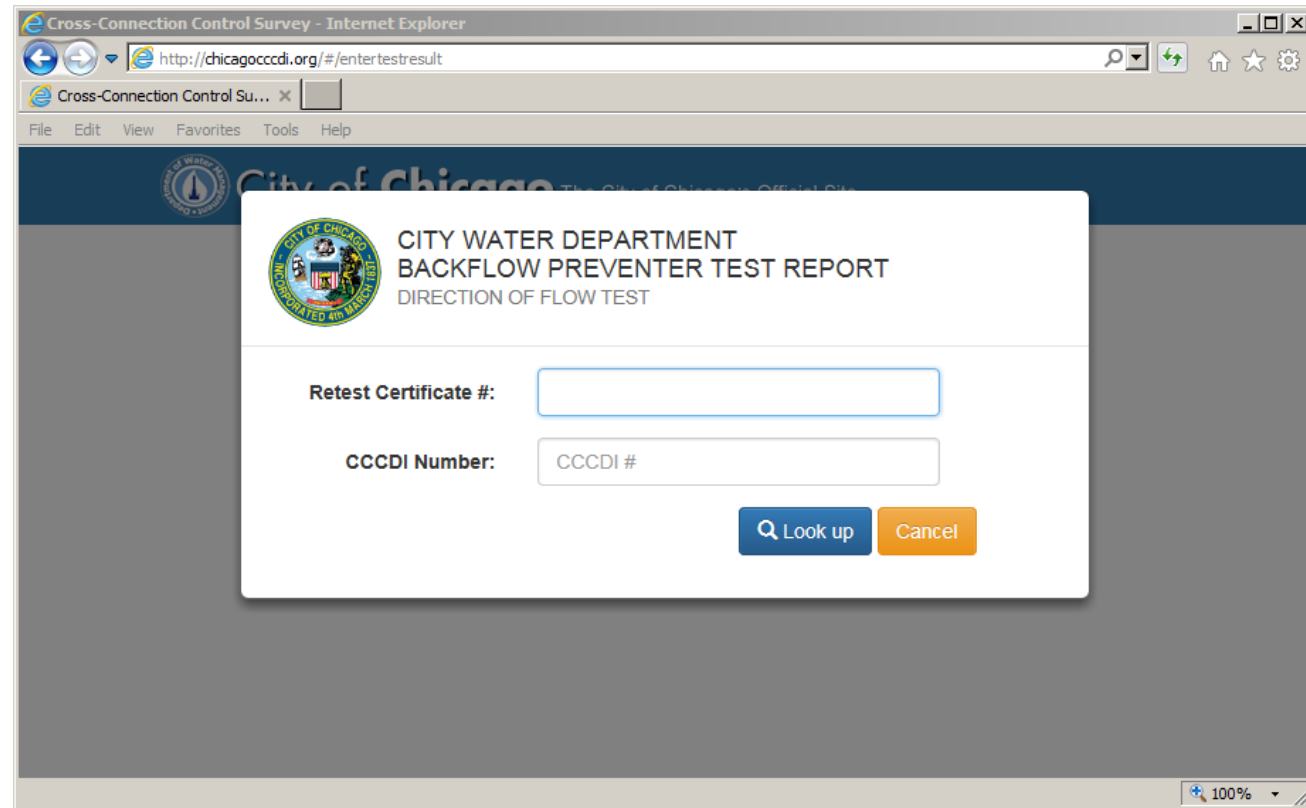
Enter Backflow Device Test Results

Once you have your Retest Certificate # and the plumber's CCCDI number, you can use them to enter retest results on a device.

If you enter a Retest Certificate # and CCCDI number and test results have already been entered for that certificate this message will appear.

Backflow device retest results have already been submitted for this device. If you would like to edit the results or report an error, please contact Inspectional Services at:

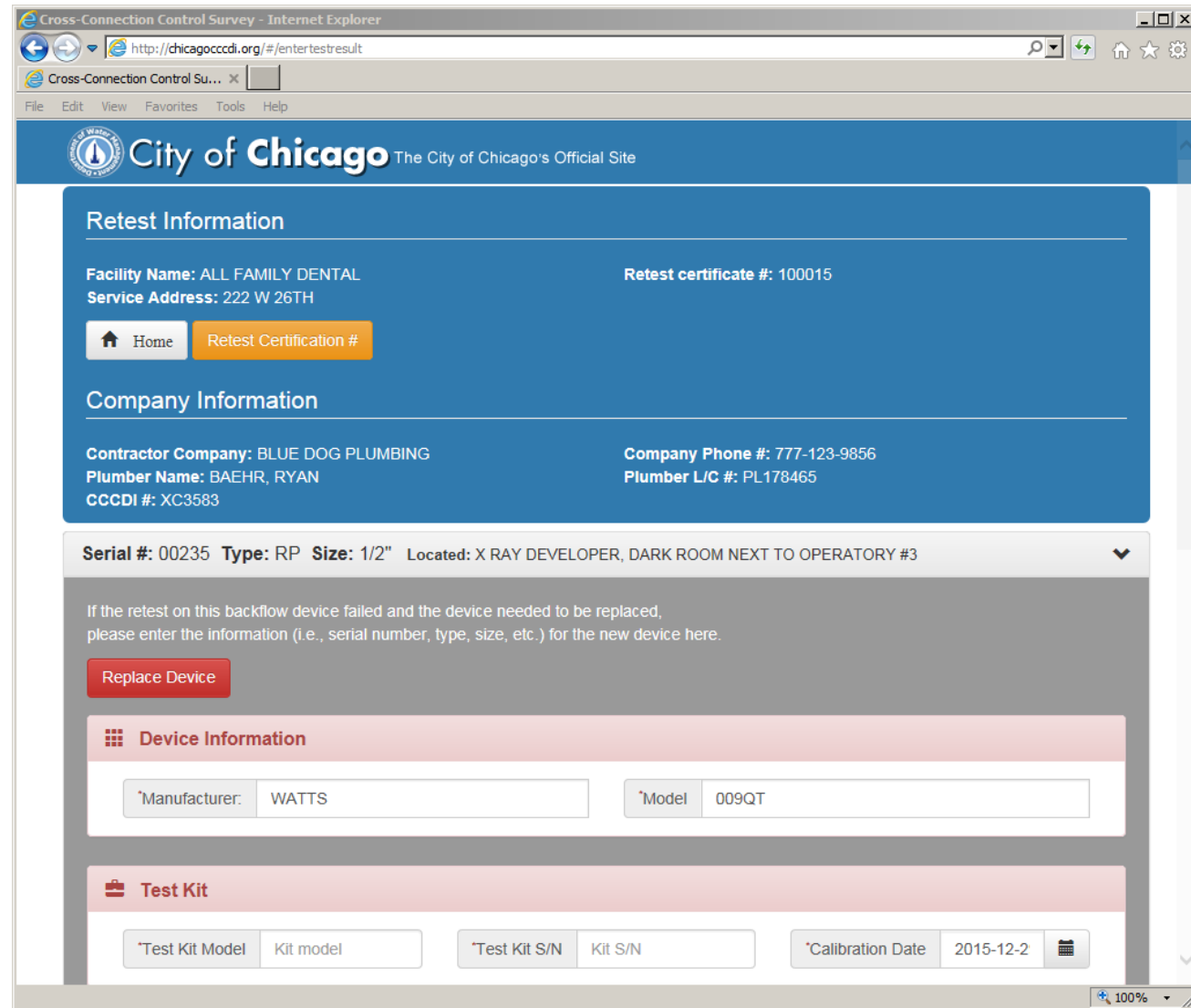
crossconnections@cityofchicago.org.



The details for all backflow devices on that Retest Certificate number will be displayed

- Retest Certificate #
- Facility Name
- Service Address No & Street
- BFD Serial Number(s)
- BFD Type(s)
- BFD Size(s)
- Equip Location
- On Line to

If the retest on any backflow device fails and you have to replace the device, click on **Replace Device**.



Enter all the details for the replaced device.

Click **Submit**.

Enter the test results for the newly replaced device.

You will receive an email with a PDF document that will have Retest Results within 12 hours.

Current Device Information

BFD Serial #: 110251317
BFD Type: DCDA
BFD Size: 8"
BFD Location: FIRE PUMP ROOM

Replace Device Information

*Type:

*Manufacturer:

*Model:

*Serial #:

*Size:

Reason: