ChicagoCCCDI.org

Essentials Guide

01/04/2016
Request a Password

Site URL

http://chicagocccdi.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.
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.
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.
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.
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.