



**WEST BAY SANITARY DISTRICT**  
 500 Laurel Street, Menlo Park, CA 94025  
 Telephone: (650) 321-0384 Fax (650) 321-4265  
 APPLICATION FOR A SEWER PERMIT

Print

LEGAL DESCRIPTION				TYPE OF WORK TO BE DONE			
Property Address:				Permit Class:			
Property City:				Permit Work Type:			
APN:				Bldg Permit No.:		Jurisdiction:	
<b>OWNER</b>	Name:			<b>SEWER CONTRACTOR</b>	Contact:		
	C/O:				Company:		
	Address:				Address:		
	City: CA ZIP				City: CA ZIP		
	Phone/Cell: /				Phone/Cell: /		
	E-Mail:				E-Mail:		
<b>GENERAL CON.</b>	Contact:			Company:			
	Address:			City: CA ZIP			
	Phone/Cell: /			E-Mail:			

**RESIDENTIAL - Open Trench Work (\*see note below)**

Class 1 sewer permits are required for the following types of residential connections:

- Permit type 1A for single-family residences;
- Permit type 1B for multiple-unit residences;
- Permit type 1C for rooming houses or boarding houses;
- Permit type 1D for miscellaneous residential;
- Permit type 1E for residential STEP or Pressure Grinder Systems;

\*Permit type 1F for residential Non-Preferred Method of lateral replacement - **Note: Trenchless Repair**

**NON RESIDENTIAL - Open Trench Work (\*see note below)**

Class 2 sewer permits are required for the following types of non-residential connections:

- Permit type 2A for commercial establishments;
- Permit type 2B for industrial establishments;
- Permit type 2C for institutional establishments;
- Permit type 2D for miscellaneous non-residential;
- Permit type 2E for non-residential STEP or Pressure Grinder Systems;

\*Permit type 2F for non-residential Non-Preferred Method of lateral replacement - **Note: Trenchless Repair**

**CLASS 3 - Construction of Sewer Mains, Pumping Stations, and other Wastewater Facilities**

**CLASS 4 - SEWER DISCONNECTION - Open Trench Work**

Class 4 permits are required to disconnect from the District's sewer system:

- Permit type 4A for Permanent Disconnection;
- Permit type 4B for Temporary Disconnection.

**CLASS 5 - STEP and Grinder**

**CLASS 6 - Encroachments (Public Sewer Mains and Facilities Access)**



## Authorization for Credit Card Use

PRINT AND COMPLETE THIS AUTHORIZATION AND RETURN.  
All information will remain confidential

Name on card: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
\_\_\_\_\_

Credit Card Type:

Credit Card Number: \_\_\_\_\_

Expiration Date: (MM/YYYY) \_\_\_\_\_

Card Identification Number: \_\_\_\_\_ (last 3 digits located on the back of the credit card)

\*Amount to charge: \$ \_\_\_\_\_ (USD) **3% Credit Card Service Fee Charged on Total**

Other Fees: \_\_\_\_\_ (USD) **3% Credit Card Service Fee Charged on Total**

I authorize **WEST BAY SANITARY DISTRICT** to charge the amount listed above plus 3% service fee to the credit card provided herein. I agree to pay for this purchase in accordance with the issuing bank cardholder agreement.

Cardholder- Please Sign and Date

Signature: \_\_\_\_\_

Date: (MM/DD/YYYY) \_\_\_\_\_

Print Name: \_\_\_\_\_

Return the completed and signed form to the following:

**Please email to: [info@westbaysanitary.org](mailto:info@westbaysanitary.org)**

*\*See next page - 2024 Permit Fee Schedule for descriptions of sewer permits.*

### **Class 1 A - E**

The permit and inspection fees for a Class 1 Sewer Permit (open-trench) for service to residential structures shall be \$490.00.

### **Class 2 A - E**

The permit and inspection fees for a Class 2 Sewer Permit (open-trench) for service to non-residential structures shall be \$690.00.

### **Class 1F and Class 2F**

The permit and inspection fees for a Class 1F Sewer Permit (trenchless) for service to residential or non-residential structures shall be \$720.00 plus the San Mateo County recording fee.

### **Class 3**

The permit fee for a Class 3 Sewer Permit for construction of sewer mains, pumping stations and other wastewater facilities, shall be \$ 2,660.00.

### **Class 4A and 4B**

The permit and inspection fees for a Class 4 Disconnect Sewer Permit for service to residential or non-residential structures shall be \$220.00.

### **Class 5 STEP and Grinder**

The permit and inspection fees for a Class 5 Sewer Permit for service to residential or non-residential structures shall be \$5,600.00 (mainline extension requires additional a Class 3 permit.)

### **Class 6 - Encroachments (Public Sewer Main and Facilities Access)**

The permit and inspection fees for a Class 6 Encroachment Permit for CCTV Sewer Main inspections shall be \$325.00 per project.

### **Private Job Account: Development and Re-Development Projects**

Developers shall submit an initial deposit of \$20,000.00 for plan submittals and review. Developers may be required to supply an additional deposit when the initial deposit falls below 25%. Once the project is approved a permit will be required as described above.

### **Additional or Re-Inspections**

\$110.00 per additional inspection or re-inspection.

### **CCTV Review Only**

CCTV Inspection reviews for Sewer Lateral shall be \$110.00 per sewer lateral.

### **Estimated & Metered Volume Permits**

Estimation of discharge for commercial customers shall be \$200.00 upon determination by the General Manager.

**Private Wastewater Disposal Permits**

\$210.00 for maintaining and operating, or proposes to maintain and operate, a private wastewater disposal system.

**Enforcement Hearing.**

\$1,500.00 per public hearing.

**Plan Review (Projects or Water Quality)**

\$140.00 per hour for review by Project Manager or Water Quality Manager.

**Charges for Staff Time**

Staff salaries multiplied by 1.75%.

**Charges for District Materials**

Cost of materials multiplied by 10%.

**Annexation Fee\*.**

\$655.00 annexation processing fee per parcel;

\$655.00 annexation into the On-Site Wastewater Disposal Zone per parcel;

\$2400.00 publication fee per parcel (for annexation into the On-Site Wastewater Disposal Zone)

\* Additional fees may be due by other agencies.

**Review of Proposals for Accidental Discharges & HMBP's**

\$455.00 for any accidental spills or discharges that do not conform to the conditions of a facilities permit or the code. Such spills or discharges must be reported immediately to the Publicly Owned Treatment Works (POTW) and the District. Hazardous Material Business Plan (HMBP): A Business Plan is required when businesses handle and/or stores a hazardous material equal to or greater than the minimum reportable quantities. These quantities are 55 gallons for liquids, 500 pounds for solids and 200 cubic feet (at standard temperature and pressure) for compressed gases. Radioactive materials and extremely hazardous substances are reportable in any amount. The District reviews these plans and inspects facilities to ensure compliance with the District's Code.

**Non-Routine Discharge Permit**

\$515.00 plus treatment fees based on flow and loadings plus SVCW fee of \$50.00.

Non-routine discharges (slugs) are defined as any quantity of industrial (non-domestic) wastewater that is discharged to the sanitary sewer on less than a daily frequency and has the potential to cause interference with or pass-through the wastewater treatment plant or collection system.

**Ground Water Discharge.**

\$515.00 plus treatment fees based on current ccf rate plus SVCW fee of \$436.00 (as of 4/7/14).

Groundwater discharge is defined as the movement of water out of an area of saturated soil, to the sanitary sewer.

**Mandatory Wastewater Discharge Compliance Permit (& 5-year Permit Renewal)**

\$785.00 plus SVCW fee of \$1,112.00 (as of 4/7/14). Required for chemically treated wastewater to make acceptable for discharge into the sanitary sewer.

**Self-Monitoring Report (Review)**

\$270.00 for sampling performed and the results of the sampling indicate a violation. The user shall notify the POTW and the District within 24 hours of becoming aware of the violation.

**Discharge Report Review**

\$270.00 Discharge report review is defined as a report prepared by industries and other facilities discharging to sanitary sewer. The facilities collect wastewater samples, conduct chemical and/or biological tests of the samples, and submit the reports for review.

**Swimming Pool Discharge "Residential".**

\$295.00 plus treatment fees based on current ccf rate for discharge of pool in sanitary sewer.

**Swimming Pool Discharge "Commercial".**

\$295.00 plus treatment fees based on current ccf rate for discharge of pool in sanitary sewer.

**FOG Non-Compliance Inspection.**

\$220.00 Re-inspection fee for facilities in violation of the Districts Code of General Regulations, Sections 602 & 603

**Commercial/Industrial Non-Compliance Inspection.**

\$220.00 Re-inspection fee for facilities in violation of the Districts Code of General Regulations, Sections 600, 601, 602, & 603

**Flow Meter Operations and Maintenance Fee.**

\$595.00 monthly.

**Payment Processing Fees**

Credit Cards: 3% of purchase price plus any additional pass-through fees by cardholder's bank.

Automatic Clearing House (ACH) / eCheck: \$0.99 per payment.