



*Serving Our Community Since 1902*

500 Laurel Street, Menlo Park, California 94025-3486 (650) 321-0384 (650)321-4265 FAX

SERGIO RAMIREZ  
General Manager

In reply, please refer to our

**STEP/GRINDER PUMP SYSTEM –  
CLASS 5 PERMIT REQUIREMENTS\***

1. All fees must be paid including connection fees, reimbursement fees, permit fees.
2. Complete all requirements of the construction of STEP or grinder pump system, including the installation, inspection and start-up of the system.
3. A one-year guarantee of work in the form of a maintenance bond for 50 percent of the construction cost of the grinder pump and force main work or cash deposit.
4. A copy of the signed-off copy of the Town or County encroachment permit must be submitted to the District.
5. A recorded easement on the individual property is required for District access to the STEP or Grinder system for routine maintenance. This easement must meet the requirements of the District's Code of General Regulations and must be recorded on the title of the property. The District Board must accept this Grant Deed of Easement. Please submit a draft of the easement description with plat from your Engineers/Surveyors for the District's review prior to execution of the Grant Deed.
6. Record drawing for the work done must be submitted to the District.
7. A recorded Covenant Running with the Lands executed by both the property owners and District.
8. The property owner or agent must supply the District with a lien release from the Contractor of work, all sub-contractors, and suppliers.

**\*Please note: All Class 5 permits for STEP/Grinder Pump Systems require District Board approval for issuance and final acceptable at regular scheduled Board meetings. All required material must be turned in two weeks prior to the Board meeting for consideration.**

**Call 650-321-0384 or visit [www.westbaysanitary.org](http://www.westbaysanitary.org) for more information**