



**SWIMMING POOL DISCHARGE  
PERMIT APPLICATION**

**INSTRUCTIONS FOR FILLING OUT THE PERMIT REQUEST**

1. Fill out this application, for the discharge of swimming pool water to the sanitary sewer system. Your contractor may fill out this application on your behalf.
2. Email completed application electronically to [info@westbaysanitary.org](mailto:info@westbaysanitary.org) for review purposes only.  
**Do not start to drain pool at this point.**
3. Prior to the issuance of the permit the District will dispatch personnel to perform a site and system evaluation.
4. The initial Permit fees may be paid prior to a site evaluation. \*However the discharge of pool water may not take place until District personnel have conducted a system evaluation in your area and all fees have been paid. Fees may be paid at 500 Laurel Street, Menlo Park, CA. Office hours are from Monday through Friday 8:00am to 4:00pm.

**CONTRACTOR INFORMATION**

Business Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

The District serves Menlo Park, and portions of Atherton, Portola Valley, Woodside, Redwood City, East Palo Alto and unincorporated areas of San Mateo & Santa Clara Counties

Phone: (650) 321-0384  
Fax: (650) 321-4265

Did you know draining your swimming pool into the sanitary sewer system is prohibited except by **PERMIT!**

One swimming pool drained into the sanitary sewer is the daily equivalent of what 160 homes put into the system daily.

The addition of 35,000 gallons of water into the sewage system could cause an overload of the system and may result in a Sanitary Sewer Overflow.

In order to prevent an overload to the system, certain control measures must be implemented prior to draining your pool water into the sanitary sewer system such as; mainline sewer condition, flow control, the time of day which the discharge may take place.

**\*Prior to the District issuing a permit, the above referenced items will be evaluated by District personnel**

**SWIMMING POOL DISCHARGE TO SANITARY SEWER**

APN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Address: \_\_\_\_\_  
 Property Owner Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Applicant Name: \_\_\_\_\_ Phone#: \_\_\_\_\_  
 Applicant Signature: \_\_\_\_\_

If a contractor is performing the work, please attach their Business card to the application

**POOL CONFIGURATIONS**

**Average swimming pool depth approximately 5 feet**

**ROUND:**  $3.14 \times \text{radius} \times \text{radius} \times \text{depth} = \text{cf} = \text{ccf}$

**RECTANGULAR:**  $L \times W \times D = \frac{\text{cf}}{100} = \text{ccf}$

**GALLONS:**  $\text{GALLONS} / 748 = \text{ccf}$

**1) 25 gallons per minute maximum discharge  
 2) Discharge only Mon.-Friday 8am-4pm**

\_\_\_\_\_ CCF x \$10.69 \$ \_\_\_\_\_ Treatment fee  
 \$ \_\_\_\_\_ \$295 permit fee  
 + \_\_\_\_\_ Labor rate (if required)

**TOTAL FEE \$ \_\_\_\_\_**

Treatment Fee Per CCF 2023/2024 = \$10.69 CCF (748 gallons)

*Examples*

**Round Pool:**  $3.14 \times 6' \times 6' \times 5' = \frac{565.2 \text{ cf}}{100 \text{ (ccf)}} = 5.652 \text{ CCF} \times \$10.69 = \$60.42 \text{ Treatment Fee}$

**Rectangular:**  $20' \times 15' \times 5' = \frac{1500 \text{ cf}}{100 \text{ (ccf)}} = 15 \text{ CCF} \times \$10.69 = \$160.35 \text{ (Treatment fee)}$

1. Will the pool be cleaned? Yes No Other: \_\_\_\_\_  
 If yes, what chemicals will be used to clean the pool?  
 \*1. \_\_\_\_\_  
 \*2. \_\_\_\_\_

*\*Monitoring of ph during discharge to sanitary sewer may be required*

2. Will the pool be discharged in one day? Yes No  
*\*Additional fees may be required if the pool cannot be discharged during a normal 8 hour work day.*

**Proposed time / date of discharge:** \_\_\_\_\_

**Proposed Flow rate (GPM) :** \_\_\_\_\_ **Does WBSD Concur: y / n**

3. Will traffic control be required? Yes No  
 4. Discharge to manhole I.D. # \_\_\_\_\_ or c/o \_\_\_\_\_  
 5. Will additional labor be required? Yes No (**ADVISE APPLICANT**)  
 6. Mainline Condition Assessment: \_\_\_\_\_

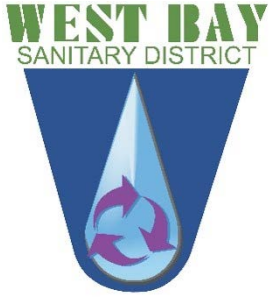
Comments: \_\_\_\_\_

For District Use Only \_\_\_\_\_

**Distribute to: Permit file APN Applicant Water Quality**  
**Unpolluted Discharge Permit \* Treatment Fee PERMIT # NR- \_\_\_\_\_**

(Section 902.04c)

**DATE:** \_\_\_\_\_



## West Bay Sanitary District

### Authorization for Credit Card/Bank Transfer

Name on card or account: \_\_\_\_\_

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

Credit Cards include a 3% fee based on the authorized amount due. Some credit cards may have additional charges.

Credit Card Type:  Visa  Mastercard  Other \_\_\_\_\_

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

Expiration Date: \_\_\_\_\_

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

Bank Transfers include a flat \$0.99 per transfer fee.

Bank Account Number: \_\_\_\_\_

Bank Rounting Number: \_\_\_\_\_

Authorized Chage Amount: \$ \_\_\_\_\_ (USD)

I authorize **WEST BAY SANITARY DISTRICT** to charge the amount listed above the credit card or bank account provided, including additional fees charged by providers. I agree to pay for this purchase in accordance with the issuing bank cardholder agreement.

Cardholder- Please Sign and Date

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

Date: \_\_\_\_\_

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

Return the completed and signed form to the following:  
**Please email to [info@westbaysanitary.org](mailto:info@westbaysanitary.org) or fax back to: (650) 321-4265**

All information will remain confidential

**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.