

DEMO / RE-BUILD PERMIT INFO AND INSTRUCTIONS

West Bay Sanitary District

500 Laurel Street

Menlo Park, CA 94025

Ph: 650-321-0384

Lobby Hours: 8am – 4pm, Mon - Fri

To Property Owner(s):

The following information will explain the process for obtaining permits from the West Bay Sanitary District prior to the demolition of an existing Single-Family Residence (SFR) and/or Commercial building and constructing a new SFR or Commercial building.

If you plan to re-use the existing sewer lateral, you must obtain a **Class 4B Temporary Disconnect Sewer Permit** from the District to cap the sewer lateral temporarily at or within 5 feet of property line. The permit fee is currently \$145.00. Before backfilling, the work must be inspected by the District's Inspector by appointment; please allow a minimum of 1 - 2 days notice for scheduling. Inspections are currently conducted Tuesdays, Wednesdays and Thursdays starting at 1:00 pm. The Admin staff will advise of available times scheduled on the hour and half hour. (Available times are subject to change.)

If you plan to abandon the existing sewer lateral, a **Class 4A Permanent Disconnect Sewer Permit** is required to permanently abandon the sewer lateral by capping at the last joint coupling on the sewer lateral or within 1 foot of the connection at the main sewer (whichever is closest to WBSD's main). This permit is also currently \$145.00. This work will need to be inspected by the District's Inspector by appointment. (See above for the inspection schedule.) Admin staff will distribute the design specifications for a temporary or permanent disconnection. **NOTE:** If the District's main runs in the public right of way, you will also need to obtain an encroachment permit from the local agency or jurisdiction's building department prior to digging in the public right of way.

A **Class 1A (for Residential) or 2A (for Commercial) (open trench) Sewer Permit** is for reconnection of the sewer to serve the new SFR or Commercial Bldg after demo. The permit fee for a 1A and/or a 2A permit is currently \$250.00. Please refer to the District's Design Specifications # 6, 7, 8, and 13 for open trench repair or new installation which can be found on our web site: www.westbaysanitary.org or obtained from the Admin office. The required size of the pipe material for a property line cleanout and lateral for a SFR is 4" and 6" for 4 or more residential units on a parcel or a Commercial structure.

The WBSD's Code of General Regulations, Article IV, Section 401 (07) states: "All side sewers, from the connection at the District Public Sewer to the property served, are the property of, solely owned by, and the sole responsibility of, the Property Owner [Gen Reg. 111]." Article IV, Section 401 (14) also states: "Old building sewers may be used in connection with new building sewers only when they are found on examination and test by the District Manager to meet all requirements of this Article." A television inspection of the sewer lateral between the property line and main sewer connection is the only method of examination and test accepted by the District. A recording of the sewer lateral with a footage meter and showing the address of the property is to be saved on a DVD or USB thumb drive and delivered to the Admin office between 8am – 4pm, Monday - Friday for the Construction Inspector's review. Request a copy of the CCTV Preparation Instructions from either the Admin office or print out from our web site: www.westbaysanitary.org

The Construction Inspector will provide his evaluation in writing addressed to the owner stating whether the lateral is acceptable and meets the District's regulations or if a spot repair or full replacement to the lateral between the property line cleanout and the District's main is required. **NOTE:** If the District's main runs in the public right of way, you will also need to obtain an encroachment permit from the local agency or jurisdiction's building department. If the lateral is not acceptable for re-use, the address will be placed on the District's main line only service list. When the 1A or 2A permit passes final inspection, the address will be removed from the District's main line service list.

Sewer permits are issued in person to the property owner or owner's representative/contractor at the District's Administration office is open Monday – Friday at the address and lobby hours listed above. Admin staff can be reached at 650-321-0384 from 8:00am – 4:30pm, Monday – Friday if you have additional questions. **Each of these permits once issued are valid for one year.** Failed inspections or inspections that are not ready/late cancellation are subject to payment of a \$75 Re-Inspection fee to be paid before a new inspection can be scheduled. Thank you.