

**WEST BAY SANITARY DISTRICT**  
**SEWER PERMIT PROCEDURES FOR**  
**TRENCHLESS METHODS OF LATERAL REPAIR/REPLACEMENT**  
**CLASS 1F (Residential) or CLASS 2F (Commercial) SEWER PERMITS**  
**(Pipe Bursting or Cured in Place Only)**

**BEFORE ISSUANCE OF CLASS 1F or CLASS 2F SEWER PERMITS**

1. **Verification** by District Inspector (*by appointment\**) of **lateral depth of no less than 36”** at property line. \*Inspections are conducted Tuesday thru Thursday. Call 1 day ahead to (650) 321-0384 between 8:00am -4:30pm, Monday to Friday to schedule.

**If depth at property line is less than 36” - STOP! Trenchless methods are NOT allowed. Proceed to (Open Trench) repair/replacement methods under Class 1A (Residential) or Class 2A (Commercial) Permit.**

2. 36” or more depth compliance: **Limited Sewer Service Agreement** Form is given to owner or owner’s agent/contractor. **An Agreement is required to be completed and signed by all owners of record to the property and appear before a Notary Public.** Owners may appear before a Notary together or separately to present a completed and signed Agreement(s).

**ISSUANCE OF OF CLASS 1F or CLASS 2F SEWER PERMITS**

3. District receipt of **signed & notarized Limited Sewer Service Agreement**
4. **Payment** of PERMIT fee (Call the Admin office for current fee).

**DISTRICT ACCEPTANCE (FINAL SIGN OFF OF PERMIT) OF WORK UNDER CLASS 1F OR 2F PERMITS**

5. District receipt of ***acceptable\** DVD recording of lateral is required “post work” on all Cured in Place trenchless work. NOTE: No CCTV is required “post work” for pipe bursting repair**; the District’s inspector will need to conduct an on-site inspection once the new pipe has been pulled through to inspect re-connection near the District’s main sewer. Call 1 day ahead to schedule an inspection as noted above.

**\* Refer to CCTV Sewer Preparation Requirements attachment for instructions.**

6. **District review of *acceptable* DVD recording** for verification that no abnormalities appear at connection to the District’s mainline sewer.
  - If no abnormalities are found at the sewer main connection, **Permit is Finaled.**
  - If abnormalities are noted at sewer main connection, **Permit is Not Finaled** until **abnormality has been corrected by applicant**, new **acceptable** tape submitted, and the **corrective work has been accepted by the District.**

Attachments:

- District Code of General Regulations Article IV, Section 401 (20)1 & 2 and Article VII, Section 702
- CCTV Sewer Preparation Requirements

## ARTICLE IV

### SPECIFICATIONS CONTROLLING MANNER OF CONSTRUCTION AND CLEARING SERVICES

#### SECTION 400. Standard Specifications.

"Standard Specifications for Sanitary Sewer Construction - 1979", Part D - Technical Specifications, revised March, 1980, promulgated by the District, as they may be hereafter amended from time to time, are hereby adopted as the standard specifications of the District governing the manner of construction, repair, maintenance and operation of all sanitary wastewater facilities within the District. These standard specifications are incorporated herein by reference. Copies of the standard specifications shall be available for examination in the District's Administration Office at all times.

#### SECTION 401. Building Sewers and Connections.

##### (01) Sewer Permit Required.

No unauthorized person shall uncover, make any connections with or openings into, use, alter or disturb any public sewer or appurtenance thereof without first obtaining a written sewer permit from the District Manager.

##### (02) Costs and Expenses of Installation.

All costs and expenses incident to the installation and connection of the building sewer shall be borne by the owner. The owner shall indemnify the District from any loss or damage that may directly or indirectly be occasioned by the installation of the building sewer.

##### (03) Separate Building Sewer Required.

A separate and independent building sewer shall be provided for every building; except:

- (A) Where one building stands at the rear of another on an interior lot and no private sewer is available or can be constructed to the rear building through an adjoining alley, court, yard, or driveway, the building sewer from the front building may be extended to the rear building and the whole considered as one building sewer.
- (B) Where it is determined by the District Manager that it is necessary to do so in order to properly service a particular building, more than one building sewer may be required.
- (C) Where there is a second auxiliary residential structure or living unit located on the same parcel, under the same ownership, as a primary residence, the District Manager may determine that the primary building sewer may be extended to serve the second structure or living unit. [Added By General Regulation No. 68.]

##### (04) Cleanout Required.

Every building sewer shall have an approved cleanout located within 5 feet of the property line of the premises served by such building sewer. The cleanout shall be equipped with a cleanout box which shall be accessible for maintenance purposes and plainly visible to the eye. Unless otherwise approved by the District Manager, the cleanout shall be located within the property to be served.

##### (05) Cleanout Boxes.

Concrete sidewalks shall have an appropriate sized cleanout box made of concrete fitted with a loose cover. The concrete cover shall have two holes in the top for removal. Cleanout boxes installed in alleys, streets, or driveways shall be of cast iron. The cast iron cleanout box cover shall be installed with two brass screws. Cleanout boxes installed in unpaved surfaces shall be of concrete or of equal quality as approved by the District Manager.

#### **(06) Cleanout Assembly.**

The cleanout assembly, consisting of a “Y” and branch fittings, shall be made of cast iron or clay of the same size as the building sewer it serves. The cast iron riser shall connect the “Y” and branch fittings up to the cleanout box. The top of the riser shall be fitted with a brass or plastic screw type cleanout cap.

#### **(07) Side Sewer Ownership.**

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]

#### **(08) Side Sewer Clearing**

Notwithstanding subsection (07), the District may provide side sewer clearance, between the public sewer and the property line cleanout of properties which have a Conforming Property Line Cleanout Assembly and provided further that the side sewer and property line cleanout conform to the requirements of this Code of General Regulations. Notwithstanding the provision of these clearing services, the District will have no responsibility for costs incurred by a property owner that privately contracts for sewer clearing services. [Gen. Reg. 111]

#### **(09) Refusal of Clearing Services**

Side sewer clearing services offered pursuant to subsection (08) may be refused for any reason including, but not limited to, the following:

(A) If the District Manager or a designee determines that the provision of clearing services could damage private or public property, including property of the District. In such circumstances, the District may determine, in its sole discretion, that clearing services shall not be provided until such time as the side sewer has been inspected, tested and approved for such service. Any costs incurred by a property owner in the inspection, testing or repair of side sewer shall be the sole responsibility of the property owner and shall be conducted in accordance with this Code of General Regulations.

(B) If the District Manager or a designee determines, in its sole discretion, that the condition of a side sewer, or discharges to the lateral sewer in violation of this Code of General Regulations are resulting in excessive requirements for clearing. In such circumstances, the District Manager may employ one or more of the following options:

- I. Deny the request for clearing services;
- II. Charge for clearing services;
- III. Require the inspection, testing and repair or replacement of the side sewer. Such inspection, testing, repair or replacement shall be at the sole cost and expense of the property owner. [Gen. Reg. 111]

#### **(10) Side Sewer Clearing Request Notification**

All requests for clearing service provided pursuant to this article are the sole responsibility of the property owner. All requests for clearing services must be made by telephone to the District Office. The District shall not be responsible for failure to respond to a Request for Service that is made in any other form, i.e. Facsimile or any other form of Electronic Transmission.[Gen. Reg. 111]

#### **(11) Side Sewer Clearing Request Notification Data Analysis**

The District may, at its sole option, record and analyze requests for clearing service. Analysis and projection of Clearing Service Data shall not constitute an agreement to provide future clearing service by the District. [Gen. Reg. 111]

#### (12) Side Sewer Damage Responsibility

The District shall not be responsible for any damage caused by a blocked or damaged side sewer unless such blockage or damage is caused by the activities or facilities of the District. All other damage caused by a blocked or damaged side sewer, whether caused by the property owner, another entity, or another person shall not be the responsibility of the District, including but not limited to, root intrusion, construction activities, damage due to earthquakes or other "Acts of God". In such circumstances, any costs of construction or repair, permits, encroachment fees or any other fees required by any other entity empowered with oversight of such matters, and any damages of whatever nature caused by the blockage or failure of the side sewer, shall be the exclusive responsibility of the property owner. [Gen. Reg. 111]

#### (13) Side Sewer Overflow Responsibility

Overflows into or onto private property, in part or in whole resulting from faulty construction, maintenance or repair of a private sewer in accordance with the Uniform Plumbing Code and this Code of General Regulations, including, but not limited to, failure to adequately provide for clearing of the private sewer line, failure to ensure adequate capping of cleanouts or other appurtenances of the private sewer line, or any other condition for which care, diligence and maintenance is under the control of the property owner, shall be the sole responsibility of the property owner. [Gen. Reg. 111]

#### (14) Old Building Sewers.

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.

#### (15) Residential Sewers.

The lateral sewer for residential property shall be of PVC C900, or approved equal; for non-residential property, the lateral sewer shall be PVC C900 or approved equal. Pipe specifications shall be in conformance with the technical specifications of the Standard Specifications approved by the District Board. Any variations from the conditions must be approved by the District Manager.

#### (16) Elevation; Change of Direction.

Whenever possible the building sewer shall be brought to the building at an elevation below the basement floor. Changes in direction require a cleanout or properly curved pipe and fittings as approved by the District Manager.

#### (17) Artificial Lift.

In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary wastewater carried by such drain shall be lifted by approved artificial means and discharged to the building sewer. Responsibility for construction, operation, and maintenance of wastewater facilities serving private property shall be the sole obligation of the property owner. The District shall attempt to clear only that portion of the building sewer which is within the public right-of-way in accordance with this Article. [Gen. Reg. 111]

#### (18) Excavation.

All excavations for building sewer installation shall be adequately guarded with barriers and lights so as to protect the public from hazard. Streets, sidewalks, parkways and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the District and to any governmental agency having jurisdiction thereof.

#### (19) Control Manholes.

When required by the District Manager, the owner of any property served by a building sewer carrying non-residential wastes shall install a suitable control manhole in the building sewer to facilitate observation, sampling and measurement of the wastes. Such manhole, when required, shall be constructed in accordance with plans approved by the District Manager. The manhole shall be installed by and at the owner's expense,

and shall be maintained by the owner, at the owners sole cost and expense, so as to be safe and accessible at all times. [Gen. Reg. 111]

## **(20) Alternative Sewer Lateral Materials**

The District will accept the following methods for replacing or rehabilitating side sewers:

### **1, Preferred Replacement**

The West Bay Sanitary District will provide cleaning service to laterals replaced with the following materials:

- a) Less than 36" - Ductile Iron Pipe Class 50 or 51  
PVC C900 Class 200
- b) 36" or deeper - PVC C900 Class 150 or 200  
Vitrified Clay  
Ductile Iron Pipe Class 50 or 51

### **2. Acceptable Rehabilitation of Existing Side Sewer**

The West Bay Sanitary District will accept, but NOT provide cleaning service to laterals rehabilitated with the following materials. Property Owners are specifically notified that the following methods are not as effective nor as long lived as the preferred methods.

- a) Cured-in-place materials
- b) HDPE SDR 17 installed by pipe bursting

If the Acceptable Rehabilitation method is chosen by the property owner(s), the owner(s) must sign the District's permit addendum which clearly states that although the District will allow the use of the pipe bursting and cured in place replacement methods, **THEY ARE NOT RECOMMENDED** and that: 1) the side sewer will not receive cleaning service from the District, and 2) that this information will be disclosed by the property owner(s) should the property be transferred. This permit addendum shall be recorded at the County by the District prior to acceptance of the lateral.

If the existing side sewer is less than 36", the preferred method of installation must be applied.

## **SECTION 402. Examination of Plans**

The District Manager or his representative shall examine the plans submitted under a Class 3 sewer permit to verify that they are in accordance with good engineering practices and in compliance with the standard specifications and policies of the District. Plans which have been so examined and approved will be submitted to the District Board for approval, alteration, or rejection.

## **SECTION 403. Inspection of Construction**

After approval of the plans by the District Board, actual construction may be started and all work shall be performed under the inspection of, and in accordance with the standard specifications of the District.

All work shall be inspected by the District when construction is completed but before use is made of the facilities constructed. Inspection shall be made at such other times as the District Manager may require. The applicant shall give 24 hours advance notice to the District Manager that construction performed under a Class 1 or a Class 2 sewer permit is ready for inspection.

The applicant shall give 48 hours advance notice with respect to such construction performed under a Class 3 sewer permit.

## **SECTION 404. Dedication of Sewers - Easements**

The District encourages the placement of main sewers in the public right-of-way. When no viable alternative exists the District Manager may authorize the placement of main sewers in Public Utility Easements or in dedicated easements. No sewer shall become a public sewer unless it is dedicated to public use and is

accepted by the District on such terms as the District may require. As a condition of accepting a sewer as a public sewer, the applicant shall provide such original grant deeds of easement to the District, together with rights of ingress and egress, as maybe necessary for the District to enter upon the property for the purposes of operating and maintaining the public sewers. No such easement shall be less than fifteen (15) feet in width.

Easements shall be recorded in the Official Records of the County of San Mateo as an encumbrance on the property.

Owners of property over which easements have been granted shall be responsible to maintain them in accordance with the requirements of Section 603 (13) of Article VI of this code.

## **SECTION 405. Disconnection of Sewers**

### **(01) Permanent Disconnection.**

When sanitary sewer service has been discontinued, permanent disconnection of properties from the District's facilities shall be accomplished by the actual disconnection of the existing lateral at its point of connection to the District's main sewer. The method of disconnection is by saw cutting the lateral at the main sewer and plugging the remaining stub(s) with a caulder type coupling (or equal) and a clay disc ("biscuit") or other material or method approved by the District Manager. The owner of the property to be disconnected shall obtain a Class Four (4) Sewer Permit from the District and all other necessary permits for the abandonment in the street and/or public right-of-way, and shall restore the site to its original condition to the satisfaction of the District and/or other public agency with appropriate jurisdiction.

### **(02) Temporary Disconnection.**

When sanitary sewer service has been discontinued, temporary disconnection of properties from the District's facilities shall be accomplished by the capping of the existing lateral at the rear of the cleanout or within five feet of the property line closest to the public right-of-way if no Conforming Property Line Cleanout exists.

Prior to reuse, the property owner is required to install a Conforming Property Line Cleanout Assembly in accordance with this Code of General Regulations.

Failure to obtain, and comply with, a Class Four (4) Disconnection Permit shall result in discontinued Clearing Service from the Conforming Property Line Cleanout to the Main Line Sewer until the property owner has obtained a Class One (1) Sewer Permit and the sewer lateral has been tested, inspected and found to be acceptable for reuse. The property owner shall be solely responsible for all costs of repair and/or construction of the Conforming Property Line Cleanout Assembly. [Gen. Reg. 111]

## **SECTION 406. Backflow Prevention Devices.**

The District Manager may require the installation of a backflow prevention device on any side sewer. The device shall be located on the side sewer between the Building and the Conforming Property Line Cleanout Assembly and shall be installed in conformance with the current Universal Plumbing Code. The property owner shall be solely responsible for all costs of installation and maintenance of such devices.

## WEST BAY SANITARY DISTRICT CCTV Sewer Preparation Requirements

The following is a list of requirements for recordation of a building sewer pipe to be submitted to the District for evaluation purposes. **Please clean line prior to video submission.**

*Please note: All CCTV media submissions shall begin from a property line cleanout if possible. This is the area of the District's jurisdiction. If there is no visible properly cleanout, then a recording from a house cleanout or point further back from property line may be acceptable. Media submitted of poor quality (i.e. poor lighting, poor video quality or no footage counter) will be rejected.*

An **acceptable DVD or thumb drive recording** (media source will not be returned if under permit) of the sewer **MUST** include:

- a. Audio and/or Video date of the taping
- b. Audio or Visual identification of address (if building is under construction, print the street number and street name on a sign and show that on the recording). If lateral sewers to a rear easement, show a video shot of the rear of building/residence and writing the address on a sign will be acceptable. The recording should include the connection at the District's main sewer and continue recording as the camera is coming back through the sewer and out of the initial entry point.
- c. A footage meter **is REQUIRED** in order to track distance of the recording.
- d. Audio of the pipe description and any special conditions (pipe material and condition – (e.g. clay, roots, offsets, etc.)
- e. Affix a label on the outside of the DVD or thumb drive media of the property's street address. (Optional: include on the labeling, the name & address of the company that prepared the recording.)

DVD or thumb drive media that do not adhere to the above criteria will be rejected and a new recording would need to be submitted for a complete written evaluation.

The DVD thumb drive media is to be presented in person at the District's administration offices located at 500 Laurel Street (corner of Laurel St and Burgess Drive) in Menlo Park between 8:00am – 4:00pm, Monday – Friday. A property owner or owner's representative can submit the recording. Please include the name, address and phone number of the property owner.

There is a \$90.00 administration fee payable to the West Bay Sanitary District **by cash, check/money order, Visa or MasterCard** upon submitting the recording. (**NOTE:** If a sewer permit is already open/active, no fee is due when submitting a thumb drive or DVD. Call the Admin office at 650-321-0384 to obtain the current Class 1A or 1F permit fees or with any questions. A written evaluation letter with next steps will be prepared and the original recording and letter will be mailed back to the property owner and copied to the sewer contractor.

W:\Public Data\FORMS\CCTV Preparation Requirements\WBSD - CCTV Sewer Preparation Reqs Rev 9.14.17.Doc  
Created: 4/2/2008 Updated 3-09-18

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West Bay Sanitary District  
Administration Office  
500 Laurel Street, Menlo Park, CA 94025 Ph: 650-321-0384 / Fax: 650-321-4265

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**Sewer Lateral Evaluation Criteria  
For Cleaning, Repairs or Replacement**

The District will review the CCTV inspection of the lateral and will note the existence of any defects. The following is a list of defects and conditions of the pipe and correlating remedies required.

- |                                     |                     |
|-------------------------------------|---------------------|
| • Minor Roots or Grease             | Clean Lateral Sewer |
| • Moderate to Severe Root Intrusion | Repair              |
| • Moderate to Severe offset         | Repair              |
| • Multiple Cracks / Fractures       | Replace             |
| • Multiple Offsets                  | Replace             |
| • Holes or Collapsed                | Replace             |
| • Grade Breaks / Sags               | Replace             |
| • Roots at multiple joints          | Replace             |



Recording Requested By: )  
 )  
WEST BAY SANITARY DISTRICT )  
 )  
And When Recorded, Mail To: )  
 )  
Attn: Phil Scott, District Manager )  
 )  
West Bay Sanitary District )  
 )  
500 Laurel Street )  
 )  
Menlo Park, California 94025-3486 )

**SAMPLE ONLY**

**CONTACT WEST BAY  
ADMINISTRATION OFFICE  
FOR AN ORIGINAL**

(Space above this line for Recorder's Use)

**NOTICE OF LIMITED SEWER SERVICE AGREEMENT WITH  
WEST BAY SANITARY DISTRICT**

The following agreement must be completed and signed by all property owners and a \$75 recordation fee paid to the West Bay Sanitary District at the time of permit issuance.

A Class 1F Permit is to be issued under Connection/Permit Record No. XXXXX

**Property Owner(s):** \_\_\_\_\_

\_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Assessor Parcel Number:** \_\_\_\_\_

The West Bay Sanitary District will accept, but NOT provide cleaning service to the side sewer located between property line and the District's sewer main that has been rehabilitated with the following materials. Property owners are specifically notified that the following materials are not as effective nor as long lived as the District's preferred materials.

- a) Cured-in-place materials
- b) HDPE SDR 17 installed pipe bursting

Acceptable Rehabilitation method of \_\_\_\_\_ has been chosen by the property owner(s). The owner(s) must sign this agreement which clearly states that although the District will allow the use of pipe bursting and cured in place replacement methods, **THEY ARE NOT RECOMMENDED AND THAT:** 1) the side sewer will not receive cleaning service from the District, 2) the owner(s) is/are to present this agreement before a Notary Public to be notarized, and 3) this information will be disclosed by the owner(s) should the property be transferred. This agreement shall be recorded at San Mateo County Recorder's Office by the District.

\_\_\_\_\_  
Signature (Owner)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name (Owner)

\_\_\_\_\_  
Signature (Owner)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name (Owner)

**(NOTE: The original Agreement requires a Notary Public Acknowledgment certificate)**

Recording Requested By: )  
)  
WEST BAY SANITARY DISTRICT )  
)  
And When Recorded, Mail To: )  
)  
Attn: Phil Scott, District Manager )  
West Bay Sanitary District )  
500 Laurel Street )  
Menlo Park, California 94025-3486 )

**SAMPLE ONLY**  
**CONTACT WEST BAY**  
**ADMINISTRATION OFFICE**  
**FOR AN ORIGINAL**

(Space above this line for Recorder's Use)

**NOTICE OF LIMITED SEWER SERVICE AGREEMENT WITH  
WEST BAY SANITARY DISTRICT**

The following agreement must be completed and signed by all property owners and a \$75 recordation fee paid to the West Bay Sanitary District at the time of permit issuance.

A Class 2F Permit is to be issued under Connection/Permit Record No. XXXXX

**Property Owner(s):** \_\_\_\_\_

\_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Assessor Parcel Number:** \_\_\_\_\_

The West Bay Sanitary District will accept, but NOT provide cleaning service to the side sewer located between property line and the District's sewer main that has been rehabilitated with the following materials. Property owners are specifically notified that the following materials are not as effective nor as long lived as the District's preferred materials.

- a) Cured-in-place materials
- b) HDPE SDR 17 installed pipe bursting

Acceptable Rehabilitation method of \_\_\_\_\_ has been chosen by the property owner(s). The owner(s) must sign this agreement which clearly states that although the District will allow the use of pipe bursting and cured in place replacement methods, THEY ARE NOT RECOMMENDED AND THAT: 1) the side sewer will not receive cleaning service from the District, 2) the owner(s) is/are to present this agreement before a Notary Public to be notarized, and 3) this information will be disclosed by the owner(s) should the property be transferred. This agreement shall be recorded at San Mateo County Recorder's Office by the District.

\_\_\_\_\_  
Signature (Owner)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name (Owner)

\_\_\_\_\_  
Signature (Owner)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name (Owner)

**(NOTE: The original Agreement requires a Notary Public Acknowledgment certificate)**