



**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:	
OWNER	Name:			SEWER CONTRACTOR	Contact:		
	C/O:				Company:		
	Address:				Address:		
	City: CA ZIP				City: CA ZIP		
	Phone/Cell: /				Phone/Cell: /		
	E-Mail:				E-Mail:		
GENERAL CON.	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 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.



## 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)

I authorize **WEST BAY SANITARY DISTRICT** to charge the amount listed above 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 - 2020 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 \$290.00.

**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 \$290.00.

**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 \$355.00 plus San Mateo County recording fee.

**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 \$170.00.

**Additional or Re-Inspection .**

\$85.00 per additional inspection or re-inspection.

**CCTV Review Only.**

\$95.00 for review of CCTV of sewer lateral.

**Estimated & Metered Volume Permits.**

\$175.00 for estimation of discharge for commercial customers upon determination by the District Manager.