



*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

### **CLASS 3 PERMIT REQUIREMENTS\***

1. All fees must be paid including connection fees, reimbursement fees, permit fees.
2. Complete all requirements of the construction including the installation, inspection, and testing.
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. Record drawing for the work done must be submitted to the District.
6. 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 3 permits 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**