



**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:	
<b>OWNER</b>	Name:			<b>SEWER CONTRACTOR</b>	Contact:		
	C/O:				Company:		
	Address:				Address:		
	City:	CA	ZIP		City:	CA	ZIP
	Phone/Cell: /				Phone/Cell: /		
	E-Mail:				E-Mail:		
<b>GENERAL CON.</b>	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 - 2023 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 \$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 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 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**

Developer shall submit an initial deposit of \$20,000.00 for plan submittals and review. Developer may be required to supply 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.