



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 3 - Construction of Sewer Mains, Pumping Stations, and other Wastewater Facilities

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.

CLASS 5 - STEP and Grinder

CLASS 6 - Encroachments (Public Sewer Mains and Facilities Access)



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

**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.