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To Property Owner(s):

The following information will explain the process for obtaining permits from the West Bay Sanitary District prior to demolishing an existing single-family residence (SFR) and/or commercial building and constructing a new SFR or commercial building at the above-referenced address/parcel.

If you plan to re-use the existing sewer lateral, you must obtain a **Class 4B Temporary Disconnect Sewer Permit** from the District, to cap the sewer lateral temporarily at or within 5 feet of property line. The permit fee is \$100.00. Before backfilling, the work must be inspected by the District's Inspector by appointment; please allow 24 hours notice for scheduling. Inspections are conducted Tuesdays – Thursdays between 8:30 – 11:30am (assigned on the half-hour & hour). If you plan to abandon the existing sewer lateral, a **Class 4A Permanent Disconnect Sewer Permit** is required to permanently abandon the sewer lateral by capping at the last joint coupling on the sewer lateral or within 1 foot of the connection at the main sewer (whichever is closest to our main), and the work inspected by the District's Inspector by appointment; please allow 24 hours notice for scheduling. (See above for the inspection schedule.) Feel free to ask for the design specifications to assist you. **NOTE:** If the District's main runs in the public right of way, you will also need to obtain an encroachment permit from the local agency or jurisdiction's building department prior to digging in the public right of way.

The West Bay Sanitary District's Code of General Regulation's, Article IV, Section 401 (08) states; "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." A television inspection of the sewer lateral between the property line and main sewer connection is the only method of examination and test accepted by the District. A recording of the sewer lateral on DVD or VHS media must be delivered to the District for review to determine whether or not the sewer meets the conditions of the District's regulations. Please obtain a separate sheet regarding CCTV preparation & recording instructions. A **Class 1A (for Residential) or 2A (for Commercial) Sewer Permit** must be obtained prior to or at the time the sewer recording is delivered. The permit fee is \$100.00. You will be provided an evaluation in writing as to whether or not the existing sewer lateral is acceptable for re-use. If you choose to install a new sewer pipe between property line and the District's main sewer, you can do so in the existing trench under this same permit. Please follow the District's design specifications and call to schedule inspection by the District's Inspector prior to backfilling.

Acceptance of the sewer lateral by the District does not address the building department's requirements for fall (slope or grade). If the building department's fall requirement cannot be met and the only alternative is to lower (if possible) the sewer lateral in the public right of way, it would be the responsibility of the property owner to perform this work.

Sewer permits are issued in person to the property owner or owner's representative/contractor at the District's administration offices, 500 Laurel Street, (nearest cross-street is Burgess Drive) in Menlo Park during the public business hours of 8:00am – 4:00pm, Monday through Friday. **NOTE: Each permit once obtained has a one-year timeframe before expiration and is noted on the permit at the time of issuance.** If all work has not been completed before the one-year timeframe, a new permit at \$100.00 fee is required to complete all permit requirements.

If you have any additional questions, feel free to call our office at 650-321-0384 between 8:00 – 4:30pm, Monday – Friday.