



## WATER AND SEWER PERMIT PROCESS

### What are “Water Permits” and “Sewer Permits”?

Water and sewer permits allow an applicant to obtain a building permit and connect to the Marina Coast Water District (MCWD) water and sewer system, **or** intensify water or sewer use at an existing connection. A water permit is also needed to set additional water meters or to change the size of an existing water meter.

### When is a water permit required?

If an applicant or his agent is applying for a business license, a building permit, or seeking approval of planning documents and maps from a land use agency, then the applicant must apply for water and sewer service. Water and sewer permits may only be issued for projects approved by the local land use jurisdiction. Listed below are just a few examples of types of projects that require permits:

- ✓ Construction of a new home or business
- ✓ Remodels/additions to existing homes or businesses
- ✓ Installation of larger or smaller water meter
- ✓ Changes of use from one type of business to another

### How do I get a water permit and sewer permit for a single lot project?

The applicant must complete either: 1) the MCWD *Residential Connection Form and Permit Application (Guidelines Appendix 1)*<sup>1</sup>, or 2) the MCWD *Commercial Connection Form and Permit Application (Appendix 2)*<sup>1</sup>, and submit the application form along with the project plans and application fees to MCWD. When the plans depicting the service connections are approved, MCWD will prepare a construction permit for project inspection. The applicant will receive a statement of all applicable meter connection fees, capacity charges, plan review fees, inspection fees and any other fees and charges, including, if applicable, insurance and bonds (*Fees and Charges Worksheet Appendix 12, Bond Worksheet Appendix 6*)<sup>1</sup>. The applicant must comply with all *MCWD Code*<sup>1</sup> requirements and other applicable design standards prior to receiving service.

### How do I get a water permit and sewer permit for a subdivision?

For subdivisions, the developer must design the water and sewer improvements to comply with MCWD design standards prior to submitting the improvement plans and other required information to MCWD for processing. The applicant must also enter into a *Construction and Transfer of Water, Sewer, and Recycled Water Infrastructure Agreement* with (*Section 100.6.1, Appendix 3*)<sup>1</sup>. MCWD will review all water and sewer conceptual plans or construction plans and specifications and may require revision, modifications, or redesign of any concepts, drawings, details or specifications submitted.

For more information, please contact MCWD at (831) 384-6131.

---

<sup>1</sup> *Procedures Guidelines & Design Requirements*, dated September 2003 are referred to as “Guidelines”. Copies of the District’s *Guidelines*, and *Standard Plans and Specifications for Construction of Domestic Water, Sewer and Recycled Water Facilities* are available for your review at [www.mcwd.org](http://www.mcwd.org) under the “Engineering” tab. The *MCWD Code* is also available on the District’s web site.