

AN APPLICANT'S GUIDE TO:

BUILDING PERMIT REVIEW & ENCROACHMENT VERIFICATION

Please read the information below carefully because your project may be delayed if you submit an application that is incomplete.

OVERVIEW

Central San reviews building permit plans to determine if there is any potential conflict with existing Central San easements on the property or impact to the sewer system. The local building department typically requires Central San's review prior to their first review.

Central San requests the entire plan set that will be submitted to the permitting agency also be submitted to Central San to ensure all items are reviewed and minimize the possibility of rejection by the permitting agency for unreviewed sheets.

Central San staff will review, approve, and stamp the entire plan set so the permitting agency/inspector can confirm that all improvements were reviewed by Central San and the scope of work approved by Central San was not changed.

APPLICATION PROCESS

1. Submit the Application & Improvement Plan(s) to Permit Counter.
 - If sewer main exists on the parcel but an easement is not shown on the Improvement Plan(s) it will be rejected at intake.
2. Staff reviews the building permit plans(s).
 - Staff may request additional information, clarifications, or revisions
3. All Central San easements are required to be shown on Plans. If the Plans depict an encroachment within a Central San easement, Central San will deny the Plans until the encroachment is resolved.
4. If the Plans will result in sewer-related work, fees will be assessed and due before the Plans will be approved and released.

5. If the Plans will result in additional burden to the system, payment of Capacity or Sewer Service Charge (SSC) fees will be assessed and due before the Plans will be approved and released.

PROCESSING TIMES

Central San processes requests in the order they are received to maintain equity amongst our customers. Turnaround times vary depending on volume of customer submittals.

Visit our [Permits Webpage](#) to see when plans are being reviewed. The only exception is that resubmittal based on the City/County requiring a revision (on a residential application within 6 months), will be processed within 10 working days.

APPOINTMENT FOR COMPLETENESS CHECK

You may also [schedule an appointment](#) for a completeness check when you submit plans. For customer equity, all submittals go through the same standard review process, regardless of whether the plans are submitted during an appointment or dropped off. Submitting during an appointment does NOT constitute an expedited review.

SCOPE OF REVIEW

Central San's review includes, but is not limited to:

- conflicts with any Central San easements/mainlines on the parcel;
- potential conflicts with the property owner's sewer lateral;
- required sewer-work permits (e.g. cap/reconnect for major remodels, new sewer connections for additions, secondary structures, outdoor showers or sinks, etc.)

- any additional burden to the system that may result in Capacity or Sewer Service Charge (SSC) fees; and
- any inappropriate connections to the sewer system (e.g., roof leaders, storm drains, pools, etc.).

Central San reviews the application history on the parcel for other items such as:

- open sewer-work permits
- existing unauthorized encroachments
- unpermitted sewer work
- outstanding fees

IMPROVEMENT PLAN REQUIREMENTS

Contact your local permitting agency to determine their requirements for improvement plans.

As a minimum, Central San requires that plan review submittals be printed on no less than 11" x 17" sheets and include:

- A Site Plan:
 - Include a north arrow and scale
 - Property owner information
 - Site address and/or APN
 - List/describe the full scope of work
 - Identify and properly label all Central San easements
- Existing and proposed improvements. These shall be identified within the plan set. They can be shown on the site plan, floor plan or on other submitted plan sheets.
- Proposed alterations, relocations or new installations to the properties side sewer shall be included in the plan review submittal (e.g. how will an accessory structure, BBQ sink, etc. be plumbed to the sanitary sewer). The existing side sewer and clean out location should also be identified on the plans.

When submitting updated/revised plans, please include:

- A copy of the e-mail sent from Central San and identify the plans are a resubmittal and not a new application.
- A response letter addressing each of the comments provide. The letter shall identify

the plan sheet and detail addressing the comment issued.

- Corrections made to the plans shall be clouded on the plans.

ENCROACHMENT VERIFICATION

The plans must accurately depict Central San's easement(s) and the Applicant's existing and proposed improvements.

If the Plans depict an encroachment within a Central San right-of-way, then Central San will deny the Plans until the encroachment is resolved.

The encroachment may be resolved by:

- removing the encroachment
- applying for *and* obtaining a real property agreement, which may be authorized at the sole discretion of the Central San Board of Directors

I. What is an Easement?

An easement gives a person or entity the right to access property that is owned by someone else for a specific purpose.

A utility easement is created to give utility employees the right to access infrastructure located on private property. When purchasing a home, it is common to find pre-existing utility easements on your property. These easements also put a limit to what you can do on your property.

Central San owns the sewer/recycled water line(s) and all necessary maintenance access structures and appurtenances. The easement rights enable Central San to construct, reconstruct, renew, alter, operate, maintain, inspect, repair and replace its facilities as may be needed without excessive cost or other undue difficulty.

II. Authorized Uses

A property owner may use the land over which Central San has an easement, if those uses do not result in *significant interference* with the easement. *Examples:* lawns, flowerbeds, loose paving stones, and similar landscaping features

Reference: [District Code §7.15, Easements and Easement Encroachments](#)